

# MRC/UVRI and LSHTM Uganda Research Unit



Uganda  
Virus  
Research  
Institute

LONDON  
SCHOOL of  
HYGIENE  
& TROPICAL  
MEDICINE



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## **EMPLOYMENT/CAREER OPPORTUNITY**

The Unit is an internationally recognised centre of excellence with dominant research themes in the areas of HIV and emerging infections, vaccines and immunity, and chronic diseases and cancer. Through a multidisciplinary approach, intersecting basic science, epidemiological research, social-behavioural research and the conduct of new intervention evaluation studies, the Unit contributes knowledge on changing epidemics and diseases, the evaluation of innovative health care options, treatment and prevention and the development of health policy and practice in Africa and worldwide. Following the signing of strategic transfer agreements between the London School of Hygiene & Tropical Medicine (LSHTM) and the Medical Research Council (MRC UK), the Unit formally joined LSHTM on 1st February 2018. The exciting new partnership will boost research capacity into current and emerging health issues in Africa and throughout the world. The Unit is based at the UVRI Entebbe campus with established outposts in Kalungu, Masaka, Wakiso and Kampala Districts. The Unit is now seeking enthusiastic and experienced individuals to fill the following position:

### **Administrative Assistant (01 Position)**

Position Code: AA -1121

Reports to: Scientist B

Station: Masaka

### **Job Purpose:**

The position will contribute to the EBOBOOST and The RVF002 trials under the supervision of the Study Coordinator.

The position will be responsible for administrative tasks associated with the trial, including liaising with study participants and site administrative officers, arranging internal and external meetings and taking minutes, and organizing and managing filing systems of all study documents.

### **Roles & Responsibilities**

#### **1. Principal Responsibilities**

- Ensures timely allocation of facilities including transport for project use;
- Ensuring availability of petty cash for project refunds and reconciling it with the station Administrator/ Senior Administrative Assistant;
- Tracks all project procurements for items and supplies, confirms receipt in liaison with the Procurement Officer;
- Responsible for all project related travels and works with concerned individuals to ensure timely arrangements for bookings and facilitation;
- Ensures all project assets are tagged and securely kept and reconciles list annually together with Field Station Administrator;

- Ensures all project expenses meet available financial and accounting procedures and accounts for all project expenses in a timely manner;
- Ensures a healthy communication between the project and the station administration for all requests and suggestions;
- Helps with the planning and preparation for all project training initiatives;
- Represent the project in the station Management meetings;
- Responsible for Project staff welfare in consultation with the Project leader;
- Conducts staff orientation for new staff on the project in liaison with the Field Station Administrator;
- Handling filing of Case report forms and documents;
- Coordinate project staff leave issues;
- Organising routine project meetings;
- Maintain a consent tracking log for ICF;
- Generate daily participant schedules;
- Effective and active liaison with other study staff;
- Willingness and availability to perform extra duties; and,
- PL designee duties- performs other duties assigned by the Project leader/study coordinator.

## **2. Financial Management**

- Ensures that participants re-imbursement is conducted according to the Unit accounting procedures.

## **3. Line Management**

- Will supervise and support junior staff involved in study activities, including housekeeping staff, cleaners and guards.

## **Person Specification**

- Bachelor's degree in a health related field/administration/social sciences;
- Other relevant training i.e. public health, research methods, ICH/GCP;
- Should possess at least 2 years' experience working in a Health or clinical research data handling setting;
- Understanding of ICH/GCP guidelines for human research is desired;
- Computer competency including proficiency in Microsoft Word and Excel; and,
- Good communication skills.

## **How to Apply**

Follow the link below to fill a form and submit your application documentation:

**[https://redcap.link/Administrative\\_Assistant\\_EBOBOOST\\_RVF002\\_trial](https://redcap.link/Administrative_Assistant_EBOBOOST_RVF002_trial)**

*Filling the form more than once will lead to automatic disqualification. High level of integrity while filling the form is required and will be considered during shortlisting.*

**Combine all your application documentation i.e. cover letter, CV & academic documents into one PDF document.** Deadline for application is **26<sup>th</sup> November 2021,**

**5:00pm.** Only shortlisted candidates will be contacted for interview. This position is open to Ugandan nationals only. Strictly follow the application procedure as failure to do so will lead to automatic disqualification. Only online applications through the link provided will be accepted. ***You will receive a notification in your email if your application and documentation have been successfully received. In the event you are selected as the best candidate for the job, it will be a requirement to present certified copies of academic documents prior to contracting.***

**The applications should be addressed to:**

The Head of Human Resources,  
MRC/ UVRI and LSHTM Uganda Research Unit,  
P.O. Box, 49,  
Entebbe, Uganda.

Consider your application unsuccessful if not contacted within eight (8) weeks after the closing date of the advert. Any form of lobbying at any stage will lead to automatic disqualification. By submitting your personal information, you consent to the MRC/ UVRI and LSHTM Uganda Research Unit holding and using it in accordance with its recruitment policy and procedure. The Unit reserves the right to verify documents attached with the relevant awarding institutions to authenticate their validity.

***MRC/UVRI and LSHTM Uganda research Unit is an equal opportunity employer committed to having a diverse work force and does not ask for money at any stage of recruitment.***