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:

Study Coordinator (01 Position)
Position Code: SC -1021
Reports to: Project Leader
Station: Kyamulibwa/Lukaya

Job Purpose:

The job holder is responsible for leading the implementation of the DOP Study in the respective study sites. Main activities include; - implementation of the study as per the protocol, coordination of stakeholders, facilitating procurement of study materials, overseeing and streamlining data and sample logistics

Roles & Responsibilities

1. Principle responsibilities:

- Leading the implementation of the research study ensuring that;
  - Plans, protocols and procedures are reliably followed;
  - Research is conducted in accordance with the ICH Harmonized Tripartite Guideline for Good Clinical Practice best practice/high standards as applicable;
  - Research volunteers are treated ethically and with respect and compassion;
  - Data are entered accurately and reliably, and data security routines are developed and implemented;
  - Adverse events are reported in a timely manner in accordance with protocol; and,
  - Steps are taken to minimize loss to follow-up amongst participants.

- Participating in design of data collection, data quality monitoring, data analysis and project evaluation; feeding lessons learned back into the design of new projects.

- Contributing to writing of reports;
- Participate in screening and enrolment of study participants;
- Coordinate study specific staff training;
- Participant in preparation of correspondences with IRB and other regulatory bodies;
- Regularly review study forms, data entry, and laboratory results summary;
- Prepare and submit progress reports as may be required;
- Perform any other duties as may be assigned by the relevant authority;
- Participating in the roll-out of the Communication Strategy (particularly by carrying out community education and engagement activities), as applicable;
- Managing study resources (including HR, equipment & facilities), ensuring efficient and ethical usage and complying with all research sponsor accountability requirements;
- Leading the Study Implementation Team, in a manner that empowers them to operate according to best practice. Providing regular and timely feedback to the Programme Head / Principal Investigators;
- Participating in strategic planning for the study and for other activities in the Programme;

    - Planning and conducting patient-public involvement meetings;
    - Writing study protocols & standard operating procedures;
    - Gaining approval from regulatory bodies;
    - Developing detailed implementation plans & resourcing budgets;
    - Sourcing products and equipment;
    - Recruiting and training study team members; and,
    - Planning and executing research meetings.

2. <u>Financial Management:</u>

- The study coordinator will work with the study management team (Principal investigators) to ensure that activities and outputs achieved are in line with the protocol, project plan and budget. They will also work closely with the operational and finance team to ensure that the budget and resource management is in line with the approved budget, sponsor and institutional requirements.

3. <u>Line management responsibilities:</u>

- The study coordinator reports to the study PIs and will be responsible for co-supervising a small team to ensure that there is a well-defined and documented delegation of duties with ongoing performance management.

Person Specification

- A medical or science master's degree or relevant master's degree in statistics, demography, public health or social science;
- Statistics or Public Health or other related field with experience of taking responsibility for the day to day running of research projects is an added advantage;
- At least 5 years' experience in clinical research setting;
- Should possess experience of successfully managing a team, including developing junior staff;
- Should have evidence of contributing to high impact peer-reviewed publications in health related research;
- Ability to present scientific results to peers and colleagues;

- Should possess good personal integrity;
- Emotional resourcefulness;
- Ability to learn;
- Forward thinking; and,
- Result oriented.

How to Apply

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

https://redcap.link/Study_Coordinator_DOP_study

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 **26th 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.