**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 positions:

**Nursing Officer/Quality Control Assistant (01 Position)**
Position Code: NO - 1221
Reports to: Study Coordinator
Station: Kawempe Hospital
Duration: 3months

**Job Purpose:**

The position will be responsible for assisting the preparation and assembling of files, documents, records and reports for appropriate transmission to designated action offices or for filing.

**Roles & Responsibilities**

1. **Implementation of day-to-day quality control and quality assurance activities from any of the study units; -**

    - Conduct review of ongoing, day-to-day activities by checking completed study forms for logic and completion;
    - Responsible for reviewing all study source forms from clinical reviewer level I;
    - Transcribing source documents onto CRFs;
    - Act as a Liaison with various groups in the research team to make sure that the study information/issues are communicated in real time;
    - Consent forms flow within the study from the hospital units to MUJHU;
    - Attend any training sessions set up by the senior study research staff in regards to any study related issues;
    - Communicate directly with study staff regarding the missing information on study files, any AE or SAE concerns;
    - Communicate regularly with QC level I on queries identified and query resolution;
    - Attend GCP training updates as needed;

- Preparation of results and case report forms for appropriate action;
- Daily cross checking with the clinic and data log book;
- Daily preparation of files and print-out results for doctors' review; and,
- Daily transcription of routine visits and laboratory results.

**2. Respond to quality control reports; -**

- Data safety, security and integrity maintained.

**Person Specification**

- Diploma in Midwifery;
- Should possess GCP and HSP training;
- At least 2 years' working experience in a busy research setting, in quality control activities;
- User knowledge in RedCAP and other Clinical research databases (e.g. IBM clinical databases, medidata Rev), Excel, Word;
- Should possess the ability to work in a team;
- Self-drive;
- Flexible; and,
- Work and minimal supervision;

**How to Apply**

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

**https://redcap.link/NursingOfficerQualityControlAssistant1221Recruitment**

*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 **31st December 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.***