THE KEMRI/UNIVERSITY OF WASHINGTON STUDY

P.O. Box 2651-00202 Nairobi, Kenya

INTERNAL/EXTERNAL JOB ANNOUNCEMENT

The KEMRI/UW research collaboration aims to conduct interdisciplinary, setting-specific research aimed at improving the lives of women and children living in Kenya. Specifically, our research strives to understand various infectious diseases afflicting these populations and testing interventions. We are looking for motivated, committed, and honest staff member to join our team.

Job Title:
Study Coordinator – Job Group MR/9

Job Description:
The Study Coordinator will be responsible for the coordination of clinical trials and observational studies to ensure smooth implementation of the study. She/he will manage the project on a day-to day basis, recruit research participants and oversee the collection of study and trial data whilst ensuring that these research processes adhere to regulatory requirements. She/he will develop standard operating procedures, prepare and submit regulatory authority documents, manage study implementation teams, design and edit appropriate logs to document study-related activities, design and edit case report forms, maintain records of all study-related documents, conduct internal monitoring to ensure all protocols are being followed, and lead regular in-house trainings.

Qualification

- Degree in Nursing or Public Health or Degree or Higher Diploma in Clinical Medicine Nursing or Public Health with at least 5 years of experience in infectious diseases related research activities
- At least 5 years' experience coordinating research studies; clinical trial experience is preferred
- Experience in coordination of multiple sites and teams
- Experience in coordinating externally monitored studies
- Be able to design, amend and implement research protocols
- Ability to manage and supervise a large and diverse team of study personnel
- Ability to communicate effectively and frequently to domestic and international supervisors in person, over the phone, on Skype, and over email.
- Computer literate (Word, Excel, PowerPoint, email)
- Excellent communication and organizational skills
- Able to multi-task

- Be a team player
- Highly detail oriented
- Willing and ready to travel within country on a regular basis
- Must have Certificate of good conduct
- Must have KRA Certificate of Tax compliance
- Must have Clearance Certificate from HELB
- Must have credit reference Bureau Certificate

Responsibilities

The clinical study coordinator will act as the primary point person for the study and will oversee all study activities including but not limited to:

- Scheduling and managing all staff members at various study sites, training new staff members including giving briefings on all operational policies and procedures; ensuring each person understands his/her role and responsibilities
- Set up and manage enrollment sites at various health facilities in Homa Bay and Kisii Counties
- Act as a liason between members of hospitals, Ministry of Health, and communities including conducting regular study sensitization sessions and discussion forums
- Maintain strong relationship with study clinical sites and community groups involved
- Develop and update standard operating procedures and associated logs
- Ensure compliance to standard operating procedures and best practices for the study
- Develop and maintain quality control and assurance checks for study procedures and data
- Organize and lead training of study procedures
- Ensure all data and adverse event forms are filled out appropriately, submitted in a timely fashion, and records maintained
- Observation of study procedures to ensure adherence to protocol
- Maintenance of Trial Master File and all quality control documentation
- Responsible for all ethical and pharmacy review board applications
- Coordinate staff evaluation procedures
- Make weekly reports on the administration of the study
- Fill-in for site staff members when necessary
- Act as a liaison between site staff members and Nairobi and Seattle based study leadership through regular communication with both site staff and study leadership
- Lead weekly study calls with the leadership team in Nairobi and Seattle
- Perform other duties that may be given by the Study Investigators
- Uphold the mission and vision of KEMRI/UW Organization

TERMS OF EMPLOYMENT:

One year renewable contract as per KEMRI scheme of service and a probation period for the first 3 months. **The successful candidate shall be based in Nyanza.**

REMUNERATION:

Compensation is negotiable within a relevant grade, based on educational levels, relevant experience and demonstrated competency. The salary scheme is based on the KEMRI salary scales.

If you meet the above requirements, please follow the following link to complete the application form:

https://docs.google.com/forms/d/11zcFjK3eDLC1XKxKZPO4Yn-dQPIkeDKMgKM4U_9VkB8/edit

and then send an application letter with your current CV that contains details of your qualifications, experience and the full-time telephone number and names and addresses of 3 professional referees and copies of certificates and testimonials to Email address: kemriuwjobs@gmail.com to reach us by **Friday 19th October, 2018 at 3.00 p.m.**

KEMRI IS AN EQUAL OPPORTUNITY EMPLOYER COMMIMITED TO DIVERSITY. PERSONS WITH DISABILITY, WOMEN, YOUTH AND THOSE FROM MARGINALISED AREAS ARE ENCOURAGED TO APPLY. KEMRI DOES NOT CHARGE A FEE AT ANY STAGE OF ITS RECRUITMENT PROCESS INCLUDING APPLICATION, INTERVIEW MEETING AND PROCESSING OF OFFER LETTER.

Note: Only the shortlisted candidates will be contacted.