

MAKERERE

P.O. Box 7072
Kampala UGANDA
Email: dean@musph.ac.ug



UNIVERSITY

Tel: +256 414 543 872
Mob: +265 794 944 401
website: www.sph.mak.ac.ug

COLLEGE OF HEALTH SCIENCES SCHOOL OF PUBLIC HEALTH

Office of the Dean

JOB ADVERT

The Centre for Tobacco Control in Africa (CTCA), is a constituent entity of Makerere University and the School of Public Health responsible for capacity building and research for tobacco control in Africa. CTCA in collaboration with the University of Southern California (USC) are implementing a 5-year research project titled **“Quit4Life+: Adapting and Evaluating a Phone-Based Tobacco Use Cessation Program for People Living with HIV in Uganda and Zambia”**. This randomized controlled trial aims to promote tobacco cessation among HIV infected persons through adapting a standard short message service (SMS) intervention tailored to meet the needs of PLWH (Quit4Life+) for tobacco cessation, and determining the efficacy of the SMS-based intervention through a randomized trial with current standard of care as the control, in Uganda and Zambia.

The study will provide insights into the efficacy, feasibility, and applicability of delivering tobacco cessation interventions by health care professionals at HIV treatment centers in two countries with different tobacco use patterns, policy environments, and health care resources and provide needed information to health care providers and policymakers looking for cost-effective tobacco cessation interventions to inform scaleup of tobacco use cessation in LMICs worldwide. The project is therefore targeting professionals with experience in training and exposure to health field to fill the following positions;

Clinical Trial and Training Coordinator

Reports Directly to: The Principal Investigator Quite4Life Project at CTCA.

Directly Supervises: None

Duty Station: Kampala Uganda

The position holder is expected to facilitate and participate in training for qualitative data collection, piloting stage of the study happening in October 2022 and at the randomized trial stage and is expected to start work in October 2022. This is a specific, time-bound contract type of assignment and not full-time employment.

Job purpose

The objective of recruiting a Clinical Trial and Training Coordinator is to prepare the research assistants, interviewers, data collectors, data entrants to understand the requirements of the task to enable the perform and deliver quality work. Therefore, the project seeks to recruit a professional responsible for holding the research program training component to realize project goal and specific. The Training Coordinator will be contracted for specific segments covering October 2022 to April 2023.

Duties and Responsibilities

1. Conduct a study-wide training needs assessment and identify skills or knowledge gaps that need to be addressed
2. Development of the training plan that will cover direct training, mentorship, and training evaluation.
3. Design, prepare and order training aids and materials
4. Select appropriate training methods or activities such as simulations, mentoring, on-the-job training, professional development classes
5. Participate in review and development of materials, protocols, training manuals
6. Participate in development of annual work-plans addressing training and mentorship/research exchange needs for the collaboration.
7. Plan, coordinate and monitor trainee placement and how they fit in the study sites health service delivery
8. Assess instructional effectiveness and determine the impact of training on research assistants' skills and key performance indicators.
9. Gather feedback from trainers and trainees after each educational session
10. Partner with internal stakeholders and liaise with experts regarding instructional design
11. Manage and maintain in-house training facilities and equipment
12. Develop training reports
13. Other roles will include but not limited to
 - Ensure quality of the training processes and outputs
 - Check on deadlines of the training activities
 - Attend meetings

Qualifications

1. Proven work experience as a Training Coordinator, Trainer, Training Facilitator or similar role
2. Extensive knowledge of instructional design theory and implementation
3. Adequate knowledge of learning management systems and web delivery tools
4. A bachelor's degree in Medicine, plus a master's degree in Public Health
5. Have excellent communication skills, both oral and writing skills.

6. Proven ability to complete full training cycle:- assess needs, plan, develop, coordinate, monitor and evaluate i.e Possess training skills and experience necessary to analyse training.
7. At least 2 years' hands-on experience coordinating multiple training events in a research setting particularly RCTs
8. Experience coordinating multi-site /country programs reporting, and collaboration program management will be an added advantage.
9. Should have advanced computer skills, particularly statistical packages.
10. Experience with e-learning platforms

Data Manager

Reports Directly to: The Principal Investigator Quite4Life Project at CTCA through the CO-I, Leading Statistics and Data Management.

Directly Supervises: None

Duty Station: Kampala, Uganda

Job purpose

The objective of recruiting a Data Manager is to manage the quantitative data collected. Therefore, the project seeks to recruit a professional who will be responsible for managing the study data.

The Data Manager will;

- Participate in the design of the data collection tools, data collection, and analysis
- Take lead in the design of electronic data entry/capture files/ formats
- process data collection, and completing data collection tools
- Take lead the development of data collection and data management standard operating procedures
- Prepare regular checks on study data to help project management teams monitor data flows and data quality issues during the conduct of a study.
- Ensure accuracy, accessibility and data security and confidentiality, and storage of study data files and subject records.
- Participate in the preparation and execution of dissemination activities. These will include the preparation of technical reports, publications, blogs, PowerPoint presentations and engaging in-country stakeholders in dissemination activities.
- Participate in manuscript writing.
- Participate in meetings
- Execute any other data management related duties that may be assigned from time to time.

Qualifications, Skills and Experience:

Suitable applicants MUST possess

- A master's degree in either Biostatistics, Epidemiology and Statistics, or equivalent degrees.
- At least two years of demonstrated relevant experience in managing health-related project research data, for projects of similar size and design.
- Demonstrated statistical programming skills in statistical software and database management particularly using STATA, R and other any other relevant software.
- Demonstrated experience in analytical skills and data management for projects of similar size and design.
- Ability to work independently with minimal supervision, strong interpersonal communication, and ability to work with diverse sectors as well as meeting deadlines.
- Ability to process, analyse, and present study results in a quality publishable format.
- Experience in database design and data management.

Project Administrator

Reports Directly to: The Principal Investigator Quite4Life Project at CTCA

Directly Supervises: None

Duty Station: Kampala Uganda

Job purpose

The objective of recruiting a Project Administrator is to support the administrative components of the study to realize the project goal. The project administrator will be contracted for specific segments covering October 2022 to September 2023, and is renewable upon satisfactory performance. The Project Administrator will be required at dedicate 50% of their time on the project.

Duties and Responsibilities

- Work with the team to plan and track administration work for the Quit4Life+ project
- Organize project events, liaise with delegates, venues and trainers as required
- Perform clerical duties including typing, photocopying, scanning, faxing, filing, and mailing
- Assist project leads in the development of logistics plans for meetings, trainings, field activities and workshops
- Assist respective project leads in drafting and distributing letters; and seek confirmation of participation for events organized by Quit4Life+ project
- Coordinating and scheduling conferences, meetings, and travel arrangements for traveling within and outside of Uganda

- Determine needs and coordinate the procurement of office supplies, equipment, repair and maintenance services.
- Ensure timely settlement of vendor payments (internet, transport, office rent etc.)
- Monitor monthly project expenditure and compile a quarterly budget request
- Support finance department with invoicing and expense tracking
- Coordinate with accounts for the submission of complete and accurate financial report
- Any other duties as assigned by the Principal Investigator

Qualifications and Attributes

- Degree in business administration with a bias in either or accounts, finance, and administration, and any other related field.
- At least 1 years' experience in administrative work
- Excellent verbal and written English language skills
- Financial management skills
- Exceptional organizational skills and attention to detail
- Proven capacity to take initiative and willingness to learn new skills as needed
- Strong work ethic and the ability to work well independently and as part of a team
- Outstanding interpersonal skills and ability to interact with individuals at all levels including the ability to communicate in an effective manner with a wide range of stakeholders

How to apply

- i) Qualified and interested candidates are invited to submit their application documents and a motivation letter clearly highlighting the position being applied for and address this to;

The Dean,
Makerere University School of Public Health,
College of Health Sciences, Makerere University,
P.O. Box 7072, Kampala, Uganda

ii) Application Documents

- a) Motivational Letter
- b) Resume with contacts of 3 professional referees
- c) Copies of all relevant academic documents

iii) Soft copies of the applications should be submitted as **one PDF file** to the following email address EOI@ctc-africa.org by 5:00pm on Wednesday, September 7, 2022. Please quote the position you are applying for in the subject head of your email.