



## **UNIVERSITY OF NAIROBI**

### **EXTERNAL JOB VACANCIES (PROJECT POSITIONS)**

Applications are invited for the following position:

#### **STUDY CO-ORDINATOR, ANAEMIA STUDY, UNITID - AD/11/211/21 - 1 POST**

#### **The Position**

Reporting to the Principal Investigator, the Study Coordinator is responsible for day-to-day personnel and operations administration. He/ she handles all official correspondence, oversight of procurement processes, maintenance of equipment, quality control for the study data, control of issue and usage of office supplies, communication and general running of the project activities.

#### **Responsibilities**

- Development of appropriate study work plans
- Coordination of study activities to ensure research activities are in line with approved work plans, comply with set guidelines and institutional policies
- Ensuring proper implementation and documentation of training of research personnel to comply with research guidelines
- Working closely with research officers by facilitating the collection and reporting on research data
- Ensuring confidentiality and protection of study participants in the study, ensuring informed consents are obtained for all participants
- Documenting and reporting any breach in compliance with research regulations appropriately
- Oversee the maintenance of study facilities, supplies and equipment
- Liaison with relevant partners and offices to facilitate contracts and grant management
- Preparation and presentation of study reports in line with the set work plans
- Any other duties as may be given by the Principal Investigator.

#### **Required Academic Qualifications**

1. Post-graduate training in Project Management or Study Coordination
2. Master's degree from a recognized university preferably in a medical, nursing or health related field
3. Bachelor's degree from a recognized university preferably in medical, nursing or health related field
4. High level computer and internet skills with specific skills in health informatics.

## **Experience**

1. At least three (3) years relevant experience in a similar position
2. Experience and proficiency in Advanced Excel and MS Word
3. Experience in electronic data collection and management
4. Adept at financial report writing

## **Required Skills, Knowledge and Abilities**

1. Excellent in English Language
2. High level interpersonal skills and high emotional intelligence with strong empathy.
3. Skilled group leader, top notch organizational skills, ability to multi-task and ability to proactively identify and solve problems
4. Networking and collaboration skills
5. Team player
6. Ability to work under minimum supervision
7. Attentive to details

## **Terms of appointment**

This is a position whose tenure is one (1) year contract, renewable based on performance and by mutual consent. The salary is negotiable depending on the level of education and work experience.

## **NOTES**

1. Applicants should email their application letters, certified copies of certificates and curriculum vitae (CV) giving details of their qualifications, experience and three (3) referees as well as indicating their telephone and e-mail contacts.
2. Applications and related documents should be forwarded through applicants' Heads of Departments, where applicable, and be addressed to the Director, Human Resource, University of Nairobi.
3. Applicants should state their current designations, salaries and other benefits attached to those designations.
4. The application letter must bear the reference code indicated in the advertisement.
5. Late applications will not be considered.
6. Applications should be emailed to [recruit-scasu@uonbi.ac.ke](mailto:recruit-scasu@uonbi.ac.ke) as one file in PDF.

**CLOSING DATE: WEDNESDAY, NOVEMBER 17, 2021**

**THE UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY EMPLOYER  
ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED**