



## UNIVERSITY OF NAIROBI

### EXTERNAL JOB VACANCIES (PROJECT POSITIONS)

**RESEARCH ASSISTANT/COORDINATOR; EARLY WARNING SIGNS AND SYMPTOMS (EWSS) PROJECT, ADVERT REF: (AD/1/11/25), 1 POST**

Applications are invited for the following position:

#### **The position**

The position is in the Department of Human Pathology in the Faculty of Health Sciences. A research team in Kenya, Cameroon, and Canada is implementing an adapted training program to increase awareness of the early warning signs and symptoms (EWSS) of childhood cancer and improve referral pathway efficiency for suspected cases of pediatric cancer. The program is funded for a period of five years. In Kenya, the program will be delivered in seven counties: Embu, Garissa, Machakos, Meru, Murang'a, Nairobi, and Nyeri. It will include a series of trainings delivered to healthcare workers at various health system levels across the seven counties.

#### **Duration:**

2-Year Contract, with possibility for extension.

#### **Location**

The holder of the position will be based at the Department of Human Pathology in the Faculty of Health Sciences reporting to the Principal Investigator, EWSS Project.

#### **Job Purpose**

The candidate will support the program's daily operations, including management of training and referral data, liaising with the study teams in Cameroon and Canada, and coordinating local activities such as stakeholder interviews and training sessions.

## **Job Description**

1. Support adaptation of training materials, including PowerPoint presentations, pre and post-tests, and visual tools (i.e., infographics, flyers).
2. Support the facilitation of live training sessions and coordinate virtual training activities as needed.
3. Track implementation of the intervention.
4. Serve as the main point of contact for all trainees and trainers.
5. Support data collection, including in-person verbal survey administration to patient families.
6. Support stakeholder interview scheduling and facilitation.
7. Monitor and track training activities, including attendance and training completion.
8. Participate in key informant interview coordination and conduct.
9. Assist with data entry, cleaning, and analysis.
10. Undertake other duties as delegated by the supervisor.

## **Job Specification**

1. Bachelor's degree in health sciences, public health, a health-related field or in project management.
2. Computer literacy (Excel, MS Word, PowerPoint, formal email correspondence) and spreadsheet manipulation experience are required.
3. Experience with project management.
4. Experience with data collection, in-person interviews.
5. The candidate must possess strong interpersonal and communication skills (verbal and written) and excellent organizational, problem-solving, and analytical skills with strong attention to detail.
6. Consideration will be given to an equivalent combination of education and experience.
7. Willingness to travel to study counties for EWSS training sessions.
8. Proficiency in English and Swahili

## **Desirable Skills**

1. Data entry using the REDCap database.
2. Work experience with Counties/County Health teams
3. Experience in implementation science research and practice.
4. Experience in cancer research.
5. Experience in interviewing patients/carers.
6. Experience with data analysis and data analysis software packages.

## 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 indicating their telephone contacts and e-mail contacts;
2. Applications and related documents should be forwarded 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 and
6. Applications should be emailed as one file in PDF to: [recruit-racewssp@uonbi.ac.ke](mailto:recruit-racewssp@uonbi.ac.ke)

**CLOSING DATE: WEDNESDAY, FEBRUARY 12, 2025**

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