

# MAKERERE

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# UNIVERSITY

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**COLLEGE OF HEALTH SCIENCES  
SCHOOL OF PUBLIC HEALTH  
Office of the Dean**

**JOB OPPORTUNITY  
(Project Coordinator)**

Makerere University School of Public Health is the recipient of a research grant from the Federal Government of Germany, through the Collaboration for Evidence-Based Healthcare and Public Health in Africa (CEBHA+) Project in the Department of Disease Control and Environmental Health. The Trauma, Injury, and Disability team will conduct research titled ***"Assessment of the Covid-19 pandemic on mobility patterns in the Kampala metropolitan area."***

The objective of the study is to assess the impact of the Covid-19 pandemic on mobility patterns in the Kampala Metropolitan area. This information will be useful in transportation planning and COVID-19 transmission mitigation during the ongoing pandemic and post Covid-19 periods considering the continuing risk of infection transmission, as well as concerns about increased transportation costs, congestion in public transport, and road traffic crashes.

The project seeks to recruit a Project Coordinator to support the implementation of its activities. He/she will work under the overall supervision of the Project's Principal Investigator.

**Job Title:** Project Coordinator (1)

**Duties.**

The duties of the Project Coordinator are a combination of professional, scientific, and academic tasks to ensure the successful implementation of the study. The project coordinator will be responsible for the implementation of the project activities, including the following:

- i. Proposal review and update, ethical review applications, annual renewals, and study protocol amendments.
- ii. Coordinate the implementation of research project activities.
- iii. Draft budgets for different activities according to the grant's agreement.
- iv. Map out the stakeholders at the beginning of the project and develop tailored stakeholder engagement strategies in the preparation and implementation of the project activities.
- v. Participate in the recruitment, training, and field supervision of Research Assistants.
- vi. Participate in the development of data collection tools
- vii. Work with the Data Manager to ensure well-coordinated data collection, including the execution of regular quality checks.

- viii. Track progress against targets and document the study process
- ix. Prepare progress reports and all documents related to stakeholders' engagements.
- x. Ensure accuracy, accessibility and confidentiality of study files and subject records.
- xi. Participate in grants writing as may be requested from time to time
- xii. Participate in University-wide activities such as teaching and supervision of students as may be requested from time to time.

### **Qualifications and Desirable Qualities**

- i. Suitable applicants MUST possess a master's degree in Public Health, Health Services Research, Epidemiology or an equivalent
- ii. At least three years of experience managing research projects or health related projects and large data sets.

In addition, the applicant should possess the following desirable qualities:

- i. Demonstrated experience with managing data, and monitoring and evaluation of evidence-based health care.
- ii. Previous work experience or collaboration in a donor-funded project.
- iii. Ability to work independently, strong interpersonal communication and ability to work with diverse sectors.
- iv. Working on multi-country projects.

### **Terms of Service:**

The appointment will be for a period of 11 months upon satisfactory performance.

### **Level of Effort:**

The Study Coordinator will be expected to devote 100% of his / her time to the project. The official working hours begin at 8:00am to 5:00pm with a one hour break in between. Although the MaKSPH observes all official hours of work and public holidays, it may be necessary from time to time to work extra hours in order to execute tasks in a timely manner.

### **Work station**

The successful candidate will have a work station at the Kololo campus of MakSPH with occasional meetings and interactions at the main campus located at the New Mulago Hospital Complex. The work might require spending time in the field.

### **How to apply**

All suitably qualified and interested candidates should send their softcopy applications via Email to the Project Administrator, [tmbaziira@musph.ac.ug](mailto:tmbaziira@musph.ac.ug) . Please indicate the position you are applying for in the Email subject line.

Late applications will not be considered. The application must provide names and contacts of two referees, and the applicant's own phone contacts together with a detailed curriculum vitae. Only shortlisted applicants will be contacted.

**Deadline** for receipt of applications is **12<sup>th</sup> February 2021**.