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

JOB ADVERT

Research for Scalable Solutions (R4S) project

Research for Scalable Solutions (R4S) is a five-year implementation science project funded by the U.S. Agency for International Development (USAID). It is led by FHI 360 along with Makerere University School of Public Health, EVIHDAF, Save the Children and PSI as partners. The project is conducting implementation science research to improve the efficiency, cost effectiveness, and equity of family planning programs. The 5-year project is being implemented between 2019 and 2024.

The R4S project seeks to recruit a project coordinator to support the implementation of its activities.

Position: Project Coordinator (01)

Reporting relations: The **Project Coordinator** will directly work under the overall supervision of the project Principal Investigator.

Duty Location: Kampala, Uganda

Duties and Responsibilities:

The **Project Coordinator** will be responsible for the overall coordination of the project activities across the various workstreams.

Key roles and responsibilities

- Overall coordination of the day-to-day activities of the R4S project
- Implement and monitor the project work plan in liaison with the Principal Investigator and the various Workstream Leads.
- Coordinate, design, develop and lead implementation of project activities
- Draw schedules for researchers to conduct country research support activities
- Maintain close communication with implementation partners and collaborators
- Coordinate the development and implementation of workshops, consultative meetings and other participatory activities
- Support R4S project team and field teams with capacity building for survey implementation;

- Support and supervise the researchers, research assistants and intern students in their roles as assigned
- Support the other workstream leads in supervision for the data collection processes and other study activities;
- Participate in authorship – manuscripts and other dissemination briefs
- Track progress against targets and document the project progress
- Prepare and submit progress reports to the PI and the funder as required
- Participate and coordinate project dissemination and research utilization activities
- Coordinate and participate in project meetings
- Perform any other duties that may be assigned, from time to time, by the Principal Investigator

Qualifications and Desirable Qualities

- Suitable applicants MUST possess a Master's in Public Health/ Health Services Research/ Monitoring and Evaluation or related health fields. In addition, he/she should possess a relevant first degree such as Bachelors in Public Health, Medicine and Bachelors of Surgery, Environmental Health Science or any other health related field.
- At least five years of experience in coordination of donor-funded research/project or health related projects or programs.
- Experience in working in programing in Reproductive Health and/or Family Planning is essential
- Experience in working with international partners is an added advantage
- Demonstrated experience with managing data, information, and monitoring and evaluation of health programs at sub-national and national levels is desirable.
- Initiative, ability to work independently, ability to multitask, strong communication and ability to work with diverse teams as well as meeting deadlines are necessary qualities.
- Female applicants are encouraged to apply.

Duration: The position is renewable on annual basis upon satisfactory performance and availability of funding.

Level of effort: Full time. Sometimes the Coordinator may be required to work over the weekends and public holidays, and to travel in the field, or internationally.

Application procedure: Applications, including a cover letter, curriculum vitae and supporting documents should be emailed to recruitment@musph.ac.ug with email subject – R4S Coordinator. Applications should be submitted by 20th June 2022.