



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

Job Advert

Makerere University School of Public Health (MakSPH), in partnership with the Ministry of Health (MoH), with funding from the World Health Organization (WHO) will be conducting a countrywide survey on non-communicable diseases titled “The Uganda Non-Communicable Diseases (NCD) Risk Factors Survey 2022”. The aim of the survey is to determine the prevalence of the common risk factors for NCDs in the Ugandan population. The data is important for continued monitoring of the burden of these risk factors, and will provide benchmark information for the design of appropriate policies and interventions for the control of NCDs in Uganda. The proposed NCD Risk Factors Survey is a follow up of that conducted in 2014.

The survey research team seeks to recruit responsible, qualified, and competent individuals who can work with minimum supervision to join its team as **Field Supervisors and Interviewers**, to conduct data collection that will be implemented throughout the country between January and March 2023.

1. Field Supervisors

Number required: 12 (Female and Male)

Reports to: Survey Coordinator

Main role: Working together with the Survey Coordinator and Investigators, to supervise and support field data collection activities in accordance with guidelines of the study protocol.

Specific responsibilities

- i) Attend all training sessions for Field Supervisors and Interviewers; and pre-testing sessions
- ii) Introduce the study team to the local authorities
- iii) Ensure the study team is respectful and culturally sensitive
- iv) Supervise and guide Interviewers in the allocated enumeration areas during data collection
- v) Ensure that the Interviewers collect quality data by following agreed data quality checks
- vi) Ensure safe custody of study equipment, supplies, and the collected data
- vii) Ensure all survey equipment, remainder of supplies, and the collected data are handed back to the Survey Coordinator at the end of the survey
- viii) Hold daily debrief meetings with the Interviewers to evaluate the day’s activities and plan for the next day
- ix) Review the collected data for completeness before submission to the server and also respond to any data queries during field data collection.
- x) Ensure that the collected data are saved and transmitted to the designed databases on the project server at the end of each working day.
- xi) Prepare and submit daily field reports to the Survey Coordinator
- xii) Ensure adherence to COVID19 infection prevention and control measures as articulated in the study’s COVID19 risk mitigation plan and as guided by the Ministry of Health.
- xiii) Perform any other tasks assigned by the Survey Coordinator and/or Investigators

Minimum qualifications and requirements

- i) Possess a master's degree in a Public Health or Statistics discipline.
- ii) Evidence of having worked in at least 2 community-based research projects as a supervisor or similar role.
- iii) Prior experience in Electronic Data Collection using tablets and software like Open Data Kit.
- iv) Should have at least 3 years' experience in collecting quantitative health research data.
- v) Excellent interpersonal and communication skills.
- vi) Highly organized, logical and attentive to detail
- vii) Must be willing to work beyond official working hours in the field
- viii) Ability to continuously work up-country for approximately two months
- ix) Willingness to work in fast-paced and occasionally demanding environment with minimum supervision
- x) Ability to fluently speak, read, and write in English, and at least one of the following languages: *Luganda, Runyankole, Runyoro, Ateso, Luo, or Lugbara*

Duration: Appointment of successful candidates will be valid for the duration of data collection, and will automatically terminate thereafter.

2. Interviewers

Number required: 48 Female and Males from the four regions of country: Central, Eastern, Western and Northern

Reports to: Field Supervisor

Main role: Collect the required data and ensure successful field data collection according to the tools and guidelines of the survey.

Key Specific Responsibilities:

- i) Attend all training sessions for Interviewers; and pre-testing sessions
- ii) Prepare data collection forms, devices for data collection, supplies, and equipment; at the beginning of each working field day
- iii) Screen the selected survey participants, and obtain written informed consent as required
- iv) Perform field data collection and management activities including completing interviews.
- v) Correctly enter all interview information in the databases using the provided electronic gadgets
- vi) Ensure consistency of assigned participant identification numbers (PIDs) for all data and labels
- vii) Ensure safe custody of both manual and digital data collected, and conduct all the required quality checks
- viii) Conduct timely follow-up of study participants for any appointments
- ix) Provide the survey team with daily updates on data collection and participate in the development of daily field report
- x) Ensure safe custody of survey equipment, supplies, and the collected data
- xi) Ensure all survey equipment, remainder of supplies, and the collected data are handed back to the Field Supervisor at the end of the survey
- xii) Adhere to COVID19 infection prevention and control measures as articulated in the study's COVID19 risk mitigation plan and as guided by Ministry of Health
- xiii) Perform any other duties relevant to this position as may be assigned from time to time through the Field Supervisor.

Minimum qualifications and experience

- (i) Must possess a bachelor's degree from a recognized higher institution of learning.
- (ii) Worked on at least one health research study/project as a research assistant within the past 2 years.
- (iii) Applicants should have demonstrated experience of collecting health related data using tablets/phones with software such Open Data Kit.

- (iv) Possession of a Certificate in Good Clinical Practice or/and Human Subjects Protection is an added advantage.
- (v) Good oral communication skills
- (vi) Ability to work well in a team with minimum supervision
- (vii) Ability to continuously work up-country for approximately two months
- (viii) Willingness to work in fast-paced and occasionally demanding environment
- (ix) Ability to fluently speak, read, and write in English, and any one of the following languages: *Luganda, Runyankore, Runyoro, Ateso, Luo, Lugbara, or English.*

Duration: Appointment of successful applicants will be valid for the duration of data collection and will automatically terminate thereafter.

Note: Recruitment of Interviewers will be based on the above-mentioned study regions. Applicants should indicate in their application letter, the local language(s) they are able to fluently speak, read and write. Short-listed applicants will be tested on this.

How to apply:

Interested persons should email their application letter with an up-to-date curriculum vitae, and copies of the relevant academic certificates and transcripts AS ONE PDF FILE to the following email address: recruitment@musph.ac.ug indicating “Uganda NCD STEPS Survey” in the email reference. The applications should be addressed to: The Dean, Makerere University School of Public Health.

Deadline for submission is **Friday 4th November 2022 at 5:00pm.**

Please provide a reliable day time phone contact.

NB: Only short-listed candidates will be contacted for interviews. Canvassing for any position is highly prohibited and may lead to automatic disqualification.