



COLLEGE OF HEALTH SCIENCES SCHOOL OF PUBLIC HEALTH

Office of the Dean

Job Advert

Makerere University School of Public Health is implementing the Crane Survey – Sentinel Surveillance for key and priority populations in Uganda (IBBS) project, designed to estimate the burden and monitor trends of HIV disease, sexually transmitted infections, and service uptake, including HIV treatment and STI treatment service, risk behaviors as well as population sizes (PSE) to support decision-making on successful service delivery models for key and select priority populations. The project is implemented in 15 districts across Uganda (Kampala, Mbale, Tororo, Busia, Jinja, Masaka, Buvuma, Gulu, Lira, Arua, Fort portal, Hoima, Bulisa, Mbarara)

The Crane Survey desires to recruit dedicated personnel to join the team in three districts of Hoima, Bulisa and Kabale, starting January 2023. This recruitment aims to fill existing human resource gaps in these districts.

Position Title: **Data Officer**

No of positions: 3, (1) Hoima, (1) Bulisa, & (1) Kabale)

Reports to: Surveillance Officer

Job Summary

Coordinates and supervises all activities of the data management department

Key Duties and Responsibilities

- Reports to the Surveillance Officer
- Coordinate and supervise all activities of the data management department
- Responsible for data collection, management, and reporting.
- Contribute to the designing and implementation data collection tools, and integrity algorithms for all Crane Survey activities.
- Develop analysis programs to evaluate and improve the validity, accuracy and timeliness of data collection using specific software (SAS/SQL/PHP/SPSS/STATA/ EXCEL/R)
- Provide support in maintaining the IT infrastructure.
- Responsible for providing training to **respondents** and other IT personnel in the use of interviewing software for capturing data.
- Responsible for any other duty as needed within your scope of work.

Education Qualifications

- At least Bachelor's Degree in Computer Science, Information Systems, Information technology

Experience, skills, and other requirements

The potential candidate should possess the following requirements:

- Excellent IT skills
- Excellent programming skills with visual studio, SQL, Excel
- Experience in Applications Development
- Data base programing and ability to visualize data in Power BI or excel
- Sound knowledge of data management, quality control and data analysis
- Good organizational skills
- Self-driven and team player
- Multi-lingual communication ability is added advantage
- Must have up to date GCP (CITI) and Human subject protection certification

Period of contract: 12 months

Position Title: **Nurse Counsellor**

No of positions: 3, (1) Hoima, (1) Bulisa, & (1) Kabale)

Reports to: Surveillance Officer

Job Summary

Coordinates and supervises activities of the nurse counselling department

Key Duties and Responsibilities

- Reports to the Surveillance Officer
- Coordinate and supervise activities of the nurse counselling department.
- Ensure that nurse counsellors' rooms have all required supplies in sufficient quantities.
- Obtaining informed consent
- Conducting quantitative structured interviews using Computer Assisted Personal Interviewing (CAPI)
- Conducting qualitative semi-structured interviews in collaboration with Behavioral Scientists and other investigators
- Providing routine HIV and STI counselling and provision of results
- Provide treatment of STI in accordance to accepted policy
- Collects biological specimens as dictated by the protocol
- Assists in the practical aspects of the survey conduct including clinic flow and patient assistance
- Participates in the management of filing system of participant records and results
- The Nurse Counsellor shall be responsible for any other duty as may be assigned from time to time.

Education Qualifications

- Bachelor of Nursing Science or diploma, Registered or Comprehensive nurse

Experience, skills, and other requirements

- Excellent in drawing and processing of blood samples



- Certificate in HIV counselling from recognized institute
- At least one year working experience
- Computer literate
- Administrative and good organizational skills
- Good communication and interpersonal skills
- Self-driven and team player
- Multi-lingual communication ability is key for **Hoima** (Runyoro), **Bulisa** (Lugungu) **Kabale** (Rukiga) among others
- Must have up to date GCP (CITI), GLP (CITI) and Human subject protection certification

Period of contract: 12 months

Position Title: **Screening Officer**

No of Positions: (1) Hoima, (1) Bulisa, & (1) Kabale)

Reports to: Surveillance Officer

Job Summary

Coordinate and supervise all activities of the Screening department

Key Duties and Responsibilities

- Report to the Surveillance Officer or designate
- Coordinate and supervise all activities of the Screening department
- Ensure that the Screening office has all required supplies in sufficient quantities.
- Screen potential participants and assess eligibility criteria by asking screening questions to ensure that a participant is a member of the study population
- Ensure proper registration of survey participants; request participant to have fingerprints scanned and assist him/her in capturing the right fingerprint image
- Screening Officers will clarify the survey, respond to questions, and obtain consent from participants
- May also conduct interviews (CAPI) with participants
- Ensure that participants are screened on a first come, first served basis
- Issues survey coupons, make appointments and keep logs
- Explain the RDS peer recruitment/referral process to participants
- Labels coupons with the correct RDS numbers (coupon and participants IDs)
- Ensures that the WinMARP database is working correctly
- Ensures that a participant has completed all the steps of the study (this is done easily by looking at the procedure process checklist
- Manage payments of primary and secondary incentives to participants
- Responsible for any other survey-related tasks as may be assigned

Education Qualifications

- Bachelor's degree in social work and social administration or its equivalent
- Basic background on accounting and management of finance.



Experience, skills, and other requirements

- Excellent computer skills
- proficiency in English and Luganda both written and spoken
- Must possess outstanding people skills
- Work experience in a research setting
- Multi-lingual communication ability is key for **Hoima** (Runyoro), **Bulisa** (Lugungu) **Kabale** (Rukiga) among others
- Must have up to date GCP (CITI) and Human subject protection certification

Period of contract: 12 months

Position Title: **Janitor**

No. of positions: 3 (1) Hoima, (1) Bulisa, & (1) Kabale)

Reports to: Administrative Assistant

Job Summary

Always ensuring general cleanliness of the office premises

Key Duties and Responsibilities

- Report to the Administrative Services Manager under the Project Manager
- Clean office floors by sweeping, mopping, scrubbing, or vacuuming them.
- Clean office partition boards and glass with proper cleaning material as directed by the supervisor.
- Maintain high level of hygiene in rest rooms by cleaning and disinfecting sinks, countertops, toilets, mirrors, and floors. Bathroom supplies should be replenished regularly.
- Ensure cleanliness of towels and rugs
- Ensure cleanliness in the pantry/kitchen by cleaning and disinfecting sinks, countertops, tables, chairs, refrigerators, and cupboards.
- Dusting furniture, equipment, machines, and walls
- Collecting trash from wastebaskets and any other materials to be disposed of and put them at an agreed location where the disposing firm can pick them.
- Responsible for any other duty as shall be needed.

Education Qualifications

Completed UCE O Level certificate.

Experience, skills, and other requirements

- Outstanding People skills
- Able to communicate in both English and the local language in the district of interest (Hoima, Buliisa and Kabale)

Period of contract: 12 months

Position Title: **Laboratory Technologist**



Leveraging 100 years of Excellence In Building a Transformed Society

No of positions: 1

Reports to: Senior Surveillance Officer

Job Summary

Coordinate and supervise all activities of the project logistics management department

Key Duties and Responsibilities

- Engage with supply chain stakeholders to ensure availability of all project's supplies
- Give guidance at various stages of procurement to ensure adherence to applicable procurement procedures.
- Responsible for Developing, reviewing, and implementing processes, policies, procedures, standards, work instructions and checklists relating to the inventory management
- Supervise and provide TA to Sentinel site labs
- Ensure that the site administration team strictly conducts their work in accordance with the approved processes, policies, procedures, standards, work instructions and check lists.
- Manage inventory tracking system to record deliveries, shipments, stock levels of the medical consumables.
- Evaluate deliveries. Shipments and product levels to improve inventory problems and shortages.
- Propose strategies to reduce costs and improve procedures of supply chain logistics
- Monitor demand and analyze data to anticipate future supply and logistical needs.
- Report on inventory levels, supply chain progress, procedural efficiency, and personnel issues to management.

Education Qualifications

- A Diploma or Bachelor's Degree in Medical Laboratory Technology or its equivalent. Must have GCP and GCLP certification, and training in LQMS is an added advantage

Experience, skills, and other requirements

The potential candidate should possess the following requirements:

- Experience of working with KPs is an added advantage
- Good organizational skills
- Self-driven and team player
- Multi-lingual communication ability is added advantage

Period of contract: 12 months

How to apply: Interested persons should send **SOFT COPIES** of their applications with current CV, Cover letter and supporting documents stating three referees and their contacts to the Dean, Makerere University School of Public Health. Send applications to link below not later than **Friday, October 20, 2023, 5.00 pm**. Please indicate the position and district applied for on the application link.

NB: Only short-listed candidates will be contacted



1. Position Title: **Data Officer**

Application form Link: <https://forms.gle/knEhYKJfYZdGbzDx9>

2. Position Title: **Nurse Counsellor**

Application form Link: <https://forms.gle/4RHD3tLEKUs2BLuL9>

3. Position: **Screening Officer**

Application form Link: <https://forms.gle/TF8gg55sUaMWz1ax9>

4. Position Title: **Janitor**

Application form Link: <https://forms.gle/YL2cmTDb8bPTja7x6>

5. Position Title: **Laboratory Technologist**

Application form Link: <https://forms.gle/NahvTt29rgvuNUCGA>

