

# MAKERERE

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# UNIVERSITY

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

**JOB ADVERTISEMENT**

The Makerere University School of Public Health, Research and Ethics Committee (MakSPH REC) is accredited by the Uganda National Council for Science and Technology and also registered by the USA under the Federal Wide Assurance number (00011353).

The mandate of the MakSPH REC is to review and approve research proposals involving human research participants, ensuring that the scientific integrity and ethical considerations of the proposed research studies are in tandem with the ethical regulations and basic principles of Human subjects Protection. The REC also supports ethical reviews of PhD program and the Masters proposals

The MakSPHREC calls for applications to fill the position of Administrative Assistant. This is a full-time job, and the successful applicant should be prepared to devote 100% of their working hours to the job.

**Job Title:** Administrative Assistant – MakSPH REC (1)

**Reports to:** Administrator MakSPH REC

**Engagement:** Full time

**Duration:** 1 Year, renewable upon satisfactory performance

**Duty Station:** Kampala

**Key specific responsibilities**

The Administrative Assistant will work under the guidance of the MakSPH REC Administrator to carry out the following key responsibilities;

1. Ensuring that submitted research is reviewed efficiently and is consistent with regulations, this involves;
  - Overseeing the accurate and timely processing, tracking, and filing of submissions to the MakSPH REC.
  - Obtaining and distributing documents required for review by the MakSPH REC Chairperson or MakSPH REC, maintaining files, preparing and distributing minutes.
  - Compliance with submission requirements as per the MakSPH REC SOPs.
2. Setting up and maintaining committee's administrative records.
3. Filing MakSPH REC correspondences.
4. Typing MakSPH REC correspondences.
5. Handling of equipment and supplies for the MakSPH REC in consultation with the MakSPH REC Chairperson.
6. Supporting the Administrator and Chairperson to communicate to Investigators and staff.

- Handling communications – receiving, storing, retrieving, dispatching, committee’s documents and other correspondences as well as answering phone calls and providing basic information to callers and visitors.
7. Ensuring that continuing review of research is conducted appropriately and in a timely manner.
  8. Organizing quarterly monitoring site visits.
  9. Organize ongoing training for MakSPH REC members.
  10. Coordinate IRB members attendance at Annual National Research Ethics Conferences/meetings.
  11. Carry out any other duties as assigned by MakSPH REC.

**Qualifications, desired skills and experience:**

- A Masters degree in Bioethics
- Up-to-date training in Human Subjects Protection or Good Clinical Practice
- Proficiency in English (both spoken and written)
- Prior experience in regulatory work in any research study or project.
- Excellent communication, organizational and interpersonal skills
- Ability to work independently with minimal supervision and observation of deadlines

**How to apply**

Qualified and interested candidates are invited to submit a soft copy of their application documents and a motivation letter to [recruitment@musph.ac.ug](mailto:recruitment@musph.ac.ug) with the subject line “**Application for the position of Administrative Assistant**” (address it to the Dean, School of Public Health). Deadline for submission is 5pm Ugandan time on **Friday, November 17, 2023**.

Please provide a reliable 24-hour phone contact. Only short-listed candidates will be contacted for interviews.