



College of Health Sciences School of Public Health

EMPLOYMENT OPPORTUNITIES

Makerere University School of Public Health through the Department of Epidemiology and Biostatistics in collaboration with Windsor laboratory Uganda Limited received funding from the Ministry of Science, technology and Innovations (STI/OP) to conduct an observation study titled Vitamin D as a therapy for chronic conditions: Covid-19, Diabetes, High Blood Pressure, Covid-19 and Malaria. The study will also offer training and mentorship sessions to selected medical doctors, nutrition scientists, laboratory technicians and clinical officers to equip them with knowledge about Vitamin D therapy, testing and diet supplementation.

The study seeks to secure the services of the following competent and qualified personnel to implement its activities.

1. ACCOUNTANT (01)
2. LABORATORY TECHNOLOGIST (01)
3. CLINICAL OFFICER (01)
4. NURSE (01)
5. PERSONAL ASSISTANT OF THE PI (01)

Interested applicants should address their application to the Dean, School of Public Health. The detailed CV showing their relevant working experience and academic qualifications, must be uploaded on the respective google form link for application as a single Pdf.

QUALIFICATIONS, JOB DESCRIPTIONS AND KEY DUTIES & RESPONSIBILITIES

- A. **ACCOUNTANT:** Minimum of a diploma in accounting, finance or related field

JOB DESCRIPTION

We are seeking a detail oriented and experienced accountant to join our team. The ideal candidate should have a strong background in accounting, finance, and well versed with financial principles, practices and regulations. S/he will play a pivotal role in maintaining accurate financial records, preparing financial reports, and providing financial guidance when required.

KEY RESPONSIBILITIES

- Financial data entry: accurately enter financial transactions into accounting software and maintain up to date financial records
- Reconciliation: perform regular bank reconciliations to ensure accuracy and identify discrepancies
- Financial reporting: prepare financial statements including income statements, balance sheets, and cash flow statements on periodic basis
- Budget monitoring: assist in monitoring and managing budgets, ensuring compliance with financial regulations and institutional policies
- Accounts payable and receivable: process invoices, payments, and collections and maintain records of outstanding balances
- Expense management: review and verify expense reports, and ensure compliance with institutional policies
- Financial analysis: analyse financial data, identify trends, and provide recommendations for improvement
- Tax compliance: assist in the preparation and filing of tax returns and ensure compliance with tax regulations

Application Link: <https://forms.gle/s7Y1vCi225JYbURN8>

- B. **CLINICAL OFFICER:** the applicant must hold a diploma in clinical medicine and community health from a recognized institution. S/he must have a valid annual practicing license.

JOB DESCRIPTION

The clinical officer will provide support to the clinical associate, medical supervisor in medical assessment of participants, collecting important clinical details, performing clinical examinations and relevant tests and performing follow-up data collection in the clinic/field.

KEY DUTIES AND RESPONSIBILITIES

- Clinical evaluation and care of participants in consultation with study physicians and offer pre-test counselling to participants actively participate in weekly CME's
- Conduct health education to potential participants as guided by sops
- Ensure proper documentation of the history, examination findings as well as management in consultation with study physicians
- Seeking informed consent from potential participants
- Adhering to professional codes of conduct and ethics
- Keep complete and accurate inventory of medicines and supplies located at the clinic and monitor and/or supervise their usage
- Perform any other duties as requested by the supervisor

Application Link: <https://forms.gle/JVaoBZyiejHlrHvi8>

- C. **NURSE:** the applicant must hold a minimum of a certificate in enrolled/comprehensive nursing. At least two years of experience in a busy health setting. Must be registered with the relevant professional body and with a valid practicing license

JOB DESCRIPTION

The nurse will be responsible for ensuring high quality and efficient clinical services to the client ensuring that high standards are adhered to in assessments, handling of emergencies, treatment and administration of medicines according the MOH guidelines

KEY DUTIES AND RESPONSIBILITIES

- Attend to clients and provide treatments as prescribed by the clinicians

- Actively participate in the close monitoring of the patient's vitals and timely informing the clinicians to review when necessary
- Dispense drugs and other medical items to clients where necessary
- Health counselling and health educations to study participants
- Promote the vision, mission and values of Windsor laboratories (U) Ltd as expressed in the policies, regulations and guidelines of the organization
- Ensure health safety and proper waste disposal in adherence to good practices of infection prevention and control
- Tracking inventory of drugs and other medical items

Application link: <https://forms.gle/3NphWETFOJVgQHm69>

- D. **LABORATORY TECHNICIAN:** a minimum of a certificate in medical laboratory techniques from a reputable institution, at least 2 years of experience and must be registered with the relevant professional body and hold a valid annual practicing license

JOB DESCRIPTION

Under the supervision of the clinical officer, the laboratory technician will ensure that laboratory services are well planned for, provided with necessary resources and implemented in accordance with set policies and standards

RESPONSIBILITIES

- Carry out phlebotomy
- Carry out laboratory tests and produce uncompromised results
- Participate in development and implementation of laboratory sops
- Receive, collect, transport, process and analyses lab specimens
- Carry out quality control of laboratory tests, reagents and equipment
- Assist in drawing up plans and budgets
- Participate in report writing by compiling reports on tests carried out at the clinic
- Any other duties assigned by the supervisor

Application link: <https://forms.gle/Wdt4mh7zGleC4x5B9>

- E. **PERSONAL ASSISTANT OF THE PI:** a minimum of a diploma in business administration, secretarial studies, human resources or related discipline from a reputable institution

JOB DESCRIPTION

To support the activities of the pi, act as a primary point of contact for both internal and external clients/customers on all matters pertaining to the office and assist in communicating with them. Research, prioritize and follow up on multiple issues and concerns addressed to the pi

RESPONSIBILITIES

- Serve as primary point of initial contact on any matter directed to the office of the pi and independently research
- Prioritise incoming issues and determine appropriate course of action and independently formulate and disseminate written responses as appropriate
- Assist the pi in gathering, investigating, researching, analysing and/or studying information that may be required by both internal and external stakeholders.

- Co-ordinate and/or assist with establishing or recommending budget allocations for the office and review revised final budgets as specifically assigned.
- Oversee and coordinate the day to day activities of the office and implementation of effective operating policies, procedures and systems
- Provide assistance in understanding and interpretations of government policies and procedures as appropriate and ensure that the office operations are in compliance with policy provisions and standards.
- Oversee the planning, co-ordination of special key events for the office of the pi
- Carry out any other duties as may be assigned from time to time

Application link: <https://forms.gle/W8EpJu6Ca42qtXuW8>

The deadline for receiving applications is **Wednesday 19th June 2024**

NOTE:

Makerere University School of Public Health is a fraud and corrupt free institution. Canvassing for any of the above position is highly prohibited and punishable.