



UNIVERSITY OF NAIROBI EXTERNAL JOB VACANCIES (PROJECT POSITION)

Applications are invited for the following position:

**STUDY COORDINATOR – PRO-ACT PROJECT –DEPARTMENT OF PEDIATRICS AND
CHILD HEALTH FACULTY OF HEALTH SCIENCES – AD/9/192/23 - 1 POST**

Job summary

Coordinate Research and Clinical activities for a Mental Health Clinical trial in Nairobi, Homabay and Kisumu, Kenya.

Key responsibilities and Tasks

- Oversee implementation of the study protocol, participant care and safety, and adherence to regulatory requirements as set by the Kenyan government and collaborating institutions.
- Participate in study design, data analysis, writing of manuscripts, and presentation of data at conferences.
- Supervise and coordinate all study activities; Manage study staff.
- Serve as the primary liaison between the Kenyan implementation sites and US-based research sites.
- Monitor study progress in the form of weekly investigator calls and summaries.
- Participate in the development, piloting, and implementation of standard operating procedures, training materials, data collection forms, and data management systems.
- Ensure the clinical and research staff adhere to all human subjects' protections, data and specimen collection procedures, data protection precautions, and any other study procedures.
- Ensure necessary local ethics review board approvals and renewals are obtained for the study and managing study ethics and human subject protection.
- Seek all county and facility approvals for the study to take place
- Respond to questions or issues raised by study staff, communicating concerns to the other team members or the PI as needed.
- Support the study data manager in quality assurance and control of raw data, including but not limited to protecting the confidentiality of participants' information.
- Any other duties assigned by the study director.

Job Specifications

- Either Master's degree in Psychology or equivalent OR a Bachelor degree with a strong bias in Education and Psychology or equivalent from an accredited Kenyan or US institution.
- At least 5 years' experience in coordinating psychosocial services for adolescents and young adults in a clinical set up or the community.
- At least 3 years of coordinating health-related research activities.
- Professional training in research management and communication

Skills

- Demonstrated ability to plan, lead, coordinate, and accomplish both clinical care and research activities.
- Strong analytic, organizational, written, and verbal communication skills.
- Ability to work effectively as a member of a collaborative team
- Attention to detail and good work ethic.
- Ability to work with minimal supervision.
- Respectful, punctual, hardworking, and conscientious.
- Responsive to communication with international team members.

Terms of appointment

This a position whose tenure is one (1) year contract renewable based on performance and mutual consent.

NOTES

1. Applicants should email their application letters, certified copies of certificates and curriculum vitae (CV) giving details of their qualifications, experience and three (3) referees, as well as indicating their telephone and e-mail contacts.
2. Applications and related documents should be forwarded addressed to the Director, Human Resource, University of Nairobi.
3. Applicants should state their current designations, salaries and other benefits attached to those designations.
4. The application letter must bear the reference code indicated in the advertisement.
5. Late applications will not be considered.
6. Applications should be emailed as one file in PDF to: recruit-scpadpch@uonbi.ac.ke

CLOSING DATE: THURSDAY, OCTOBER 5, 2023

**THE UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY
EMPLOYER. ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.**