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

VACANCIES

15th February 2023

Background

With funding from the Foreign, Commonwealth & Development Office (FCDO) of the UK through Marie stopes International, Makerere University School of Public Health is conducting an endline survey for a program entitled “Reducing high fertility rates and Improving Sexual Reproductive health outcomes in Uganda (RISE)”. This will be in the regions of Central 1, Central 2, East Central, Eastern, Karamoja, West Nile, and Western. We are seeking suitable persons to fill the positions of **Research assistants, Supervisors, IT Manager, and Data manager** for a period **not more than one month**.

1. Job Title: Research Assistant (126 Positions)

Key Responsibilities

- Attend all training and pretesting activities
- Conducting mapping and listing of selected enumeration areas
- Perform household data collection activities including administering informed consent, conducting and completing interviews in accordance with the study protocol
- Ensure safe custody and institute quality checks of the data being collected
- Answer study-related questions that the respondents may ask before or during the course of data collection
- Ensuring data collected from the field is correctly saved in the existing databases on the allotted server
- Provide the research supervisor with daily field updates on data collection and participate in the development of daily field report
- Perform any other duties relevant to this position as may be assigned from time to time

Requirements

- Suitable applicants **MUST** possess a relevant Bachelor's Degree or equivalent from a recognized higher institution of learning.

- Applicants should have demonstrated experience with collecting health-related data using tablets/phones uploaded with the ODK system
- Experience in conducting household interviews, mapping, and listing selected enumeration areas.
- Should be fluent in reading, writing, and speaking any of the following languages: Ateso, Ngakarimojong, Luganda, Lugbara, Luo, Runyankole-Rukiga, Runyoro-Rutoro, Lugisu and Lusoga
- Persons who PARTICIPATED IN RISE MIDLINE SURVEY will be given first priority followed by those who conducted baseline survey data collection
- A valid certificate in Good Clinical Practice and or Human Subject Research is an added advantage.
- Excellent interpersonal/communication skills
- Highly organized and detail-oriented
- Must be willing to work beyond official working hours

2. Job Title: Field Supervisors (10)

Main role: Working together with Project Coordinator and Investigators to supervise and support field data collection activities.

Key Specific Responsibilities

- Work alongside the Project Coordinator and other members of the research team to meet the research project objectives
- Support training of research assistants
- Supervise mapping and listing of selected enumeration areas
- Ensure safe custody of both manual and digital data collected and institute quality checks of the data being collected
- Oversee data collected from the field and ensure it is correctly saved in the existing databases on the allocated server
- Hold daily debrief meetings with the field teams to assess how the day's activities proceeded and plan for the next day
- Ensure quality assurance of the data collected
- Prepare and submit daily field reports to the Project Coordinator
- Perform any other tasks as required by the technical team

Minimum qualifications and requirements

- A graduate with Bachelor's degree. Possession of a Master's degree will be an added advantage

- Having worked on at least 2 research projects as a supervisor with experience in mapping and listing.
- Having PARTICIPATED AS A SUPERVISOR IN RISE MIDLINE OR BASELINE OR BOTH SURVEYS will be an added advantage.
- A valid certificate in Good Clinical Practice and or Human Subject Research is an added advantage
- Should have at least 5 years of experience with quantitative health research
- Excellent interpersonal/communication skills
- Highly organized and detail-oriented
- Must be willing to work beyond official working hours

3. Job Title: IT manager (1 position)

Key responsibilities

- Develop ODK forms for the study
- Provide ODK training to the research assistants
- Provide ODK support and troubleshooting to teams
- Configure and setup tablets for fieldwork
- Regularly download data from the server
- Provide ODK and technical support to teams while in the field

4. Job Title: Data Manager Quantitative – (1 Position)

Reporting to: Study Coordinator Period: Short-term contract Summary of Responsibilities:

- Coordinate all steps in data management.
- Support the review of the existing data management manuals and training materials.
 - Design data cleaning, analysis, and reporting tools as may be required
 - Verify raw data sent from the field
 - Generate and transmit data queries to field teams for resolution
 - Resolve all data-related issues raised with the datasets.
 - Routinely compile data files.
 - Compile and submit regular reports summarizing progress in data entry, data validation, and cleaning.
 - Ensure the safety of all data/information handed over to them.
 - Ensure that data is maintained in both soft and hard copies and backed up.
 - Any other duties as may be assigned from time to time by the Study Coordinator.
- Provide Data Management Support to the Project
 - Regularly run consistency checks on the data and flag errors
 - Provide progress reports and completion rates to the study teams
 - Provide support supervision

- Write Do-files to recode, label and encode the datasets
- Maintain a clean and up-to date dataset
- Provide a final cleaned dataset for analysis

Minimum qualification and experience

Bachelor's degree is either Statistics, Computer Sciences, information systems, or the equivalent, and a postgraduate training related to quantitative data management.

- Must have experience in electronic data management, able to manage data from various sources and conduct preliminary data analysis.
- Having participated in RISE Midline and baseline survey will be an added advantage
- Should have experience managing large datasets
- Demonstrated ability to program and use electronic data collection apps like ODK
- Demonstrated ability to use data analysis software like STATA
- Demonstrated ability to work with minimal supervision
- Must be willing to work beyond official working hours

Application procedure

Each applicant should:

- Submit the application letter and CV of not more than 2 pages with the contacts of two referees he or she has previously worked with on quantitative Health Research.
- Should specify the local languages he or she is fluent in (specific for research assistants only).
- Provide reliable 24-hour phone contact and WhatsApp line if different.
- Address the application to:
 - The Dean,
School of Public Health, Makerere University.
- Have the subject as "Endline survey for RISE Program "
- Deliver a hard copy of the application to the reception at the School of Public, Makerere University
- Ensure that the application is registered on submission

Deadline for applications:

5:00pm Tuesday 21st February, 2023, Ugandan time

Terms and conditions:

Only shortlisted applicants will be called for interviews