IMPACT RESEARCH AND DEVELOPMENT ORGANIZATION

POSTION: STUDY COORDINATORS (2 POSITIONS)

Impact Research and Development Organization is a registered Kenyan NGO with a main office in Kisumu and regional offices in eight counties. IRDO's principal mandate is to design, implement and evaluate HIV/AIDS research and intervention programs that improve the health status of individuals and local communities. We are looking for qualified and experienced Study Coordinators to oversee the implementation of two studies.

Summary of studies:

Study1: HIV oral self-testing (HIVST) is a randomized controlled trial assessing the effect of secondary distribution of HIV oral self-test kits issued to women to promote testing by their partners.

Study 2: PrEP Adherence Study is an implementation science study designed to assess effectiveness of different adherence models of oral antiretroviral drugs (ARVs) for HIV prevention as pre-exposure prophylaxis (PrEP).

1) Position Title: Study Coordinator - HIVST Study
Reporting to: Research Manager
Location: Kisumu and Siaya Counties
Terms: One year renewable, for up to four years
Earliest date position opens: July 15, 2016

2) Position Title: Study coordinator - PrEP Study
Reporting to: Research Manager
Location: Kisumu County
Terms: One year renewable, for up to three years
Earliest date position opens: August 1, 2016

Key roles for both positions:

Pre study initiation:

- Support the development of the study protocol and associated documents including consent forms and questionnaires
- Oversee submission processes to regulatory bodies including ethical review committees
- Prepare and oversee compliance with standard operating procedures for study activities

During study implementation:

- Ensure community entry activities have been adequately done and engage with health facility staff
- Participate in hiring and training of study staff
- Oversee procurement of study materials
- Oversee data collection, entry and submission across the study sites
- Supervise other study staff and ensure they follow study protocol
- Ensure adequate pace of participant enrollment and high retention rate
- Take lead in preparing and submitting regular reports as needed
- Provide regular written updates to study investigators
- Organize and participate in regular conference calls with local and international investigators

Post-data collection:

- Plan for and execute study closeout and dissemination of results
- Participate in the preparation of the final field report
- Participate in data analysis and manuscript writing

Minimum qualifications for both positions:

- Master's degree in Public Health required; diploma or bachelor's degree in nursing added advantage
- Prior participation in research projects and data collection activities
- At least five years' experience in study coordination required, preferably in clinical trials
- Experience working with key populations advantageous
- Good communication skills and excellent attention to detail
- Competency in Microsoft Excel required; basic statistical analyses desired
- Evidence of at least one publication in a peer-reviewed journal

Job Summary for both positions: The successful candidate will be the overall in-charge of all aspects of study implementation. He/she will ensure data of the highest quality are collected; specifically, s/he will support the efforts of the PIs, other study investigators, research manager and internal monitor in ensuring timely enrollment and retention of study participants.

Submit applications, complete with CV, copies of certificates and testimonials, names and telephone numbers of two professional referees, current and expected salary (**MUST** be indicated), to reach the undersigned not later than **Friday June 24, 2016**. Only shortlisted candidates will be contacted.

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