



## Employment Opportunities

### Background:

The Infectious Diseases Institute (IDI) is a Ugandan not-for-profit organization whose mission is to strengthen health systems in Africa, with strong emphasis on infectious diseases, through research and capacity development. IDI has six operational areas through which it works to achieve its mission: Prevention, Care and Treatment; Training, Research, Laboratory services (including the CAP-certified IDI Core Lab & Translational Lab), Global Health Security and Health System Strengthening.

In order to contribute to achievement of the above objectives, IDI wishes to recruit motivated and competent individuals to fill the vacancies below on a full-time basis:

### Study Runner –H2U Project (Vacancy Code: SR001)

**Duty Station:** Kampala

### General Summary:

The study runner will be required to give overall support to both the clinical and administrative teams on the study. This will entail assistance of patients to navigate through the different stops during their visits. They will also be required to assist to courier and deliver documents or any other study related material to or from the IDI site. The individual should be self-motivated and able to work with minimal supervision.

### Responsibilities and Duties:

- Assist patients who need to go for investigations like x-rays, ultrasounds or laboratory tests outside IDI premises.
- Assist very sick patients who are returning to the clinic to navigate the clinical process smoothly.
- Assist in the organization and arranging of study rooms and offices.
- Any other duties (within reason) that may be assigned by Study Coordinator.



### **Person Specifications**

- Uganda Certificate of Education.
- Basic knowledge in HIV care
- Speed and accuracy at performing tasks.
- Demonstrated ability to work in a team
- Good communication skills
- Flexibility to work long hours, which may occasionally extend beyond normal working hours in order to complete critical tasks.
- Ability to speak local languages especially Luganda fluently.

### **Clinical Research Pharmacist - Trainee - PCT/Research (Vacancy Code: CRPT002)**

**Duty Station:           Kampala**

### **General Summary:**

The Pharmacist intern trainee, Research Department will support the conduct of various clinical trials in the research pharmacy according to the specifications of good clinical practice. Part of this time will be spent at the clinical trial site in Kiruddu Hospital.

### **Responsibilities and Duties:**

- Generation and maintenance of the pharmacy site file for assigned studies at the IDI
- Initiate and track shipment of Investigational Medicinal Products in liaison with the NDA
- Participate in trial specific meetings
- Development and validation of study specific pharmacy tools/logs and SOPs
- Participate and conduct specific trainings for the assigned studies
- Ensure that randomisation of study participants has been done correctly.
- Dispense study drug and maintain accurate drug accountabilities.
- Carry out monthly stock counts for study drug.
- Develop SOPs and other related material for appropriate study drug management.
- Ensure study drug is stored in ambient conditions.
- Participate and support quality control and assurance activities pertaining to clinical trials i.e. internal and external monitoring and auditing and inspections

**Person specifications:**

- Bachelor's degree pharmacy in and any other regulatory trainings.
- Registered with the Pharmaceutical council and Pharmaceutical Society of Uganda.
- Certificate in Good Clinical Practice.
- Good clinical practice and human subjects' protection certificate
- Registration with Pharmaceutical Society of Uganda
- Excellent written and oral English communication skills.
- Well-developed interpersonal skills and ability to be a good team player.
- Excellent organizational skills, including the ability to prioritize, schedule and manage multiple tasks independently in a fast-paced, dynamic environment with minimum supervision.
- Team-oriented and responsive to investigator needs
- Attention to detail and results-oriented
- Demonstrated experience and proficiency with MS Office word processing, spreadsheet, presentation, and database applications.
- Ability to understand technical documentation and execute associated procedures
- Experience in research & governance
- Experience with databases
- Experience in supervision/training

**How to apply;**

Candidates that meet the above criteria and have what it takes to excel in these positions should send their CVs, including details of email address, present position, current remuneration, Certificate/testimonials and address of three (3) Referees plus telephone contact to the stipulated email address not later than **06<sup>th</sup> March, 2020**. **Email your application and CV to [hr@idi.co.ug](mailto:hr@idi.co.ug)**

**Key Notes:**

1. *IDI is an equal opportunity employer and does not charge a recruitment fee or any other fees at any stage of the recruitment process*
2. *Make sure that your application letter, CV and certificates are attached as one document*
3. *Please note that if you DO NOT indicate the vacancy code as instructed above, your application will not be considered.*
4. *Only shortlisted candidates will be contacted*
5. *Any form of canvassing will lead to automatic disqualification.*



MAKERERE UNIVERSITY

**Infectious Diseases Institute  
College of Health Sciences  
Makerere University**



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**Main locations:**  
IDI McKinnell Knowledge Centre  
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