



## Employment Opportunities:

- ❖ **Study Nurse**
- ❖ **Study Doctor**
- ❖ **Finance and Administrative Assistant**
- ❖ **District HIV Prevention Officer**
- ❖ **Locum Nurse**

### Background:

The mission of the Infectious Diseases Institute (IDI) is to strengthen health systems in Africa, with a 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, Global Health Security, Research, Laboratory services (provided through a partnership with the Makerere University John Hopkins University Core Lab), and Health Systems Strengthening.

In order to achieve the above objectives, IDI seeks to recruit competent candidates as indicated below;

<b>Job Title:</b>	<b>Study Nurse</b>
<b>Vacancy Code:</b>	<b>SNRX02</b>
<b>Reporting line:</b>	<b>Study doctor</b>
<b>Duration:</b>	<b>Part time</b>
<b>Duty Station:</b>	<b>Kiruddu Hospital (burn unit) and Mulago Hospital (orthopedic ward)</b>

### Job Purpose:

The study nurse, under the guidance and supervision of the study doctor ensures the integrity and quality of clinical studies is maintained, and conducted in accordance all regulations, Institutional Review Board (IRB) approvals, policies and procedures. This position is primarily responsible for the accurate completion of visit procedures and collection of information from study patients according to protocols, and for protecting the health, safety, and welfare of research participants

### Key Duties and Responsibilities

- Ensures compliance with each study's protocol by providing thorough review and documentation at each subject study visit

#### Main locations:



- Participates in recruitment and selection of study participants by interviewing and documenting medical history to determine compliance with eligibility requirements
- Performs medical tests, including, but not limited to, vital signs, wound swabs etc.
- Provides patient education and medical information to study patients
- Documents medical data in patient chart to capture protocol requirements

**Person Specifications**

- Completion of Nurses Training from a recognized education institution
- Minimum of 3 years work experience in a clinical setting
- Research experience will be an added advantage.
- GCP Training is an added advantage
- Be up to date with registration with Nurses Practitioners council

**Knowledge, abilities and skills**

- Ethical work practice
- Attention to detail
- Critical thinking skills
- Team player
- Ability to work under pressure and accomplish tasks with minimal supervision
- Good communication skills

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**Job Title:** Study Doctor  
**Vacancy Code:** SDRX02  
**Reporting line:** Principal Investigator  
**Duration:** Part time  
**Duty Station:** Kiruddu Hospital (burn unit) and Mulago Hospital (orthopedic ward)

**Job Purpose:**

The study doctor is responsible for correct patient recruitment and follow-up. Furthermore, it is the study doctor’s responsibility to ensure, that Case Report Forms are filled correctly, study participants results are reviewed in a timely matter and discussed with the treating clinician and Principle Investigators.

**Key Duties and Responsibilities**

- Identifying potential study participants incl. screening procedures
- Obtaining Informed Consent correctly and from all potential study participants
- Recruitment of study participants

**Main locations:**



- Follow-up / ensures all study visits are performed on time and according to protocol
- Accurate filling of the Case report Forms
- Discussion of results with treating clinicians and PIs

**Person Specifications**

- MBChB degree
- Completion of Internship and an up to date registration and renewal of medical practice license
- Training in HIV/AIDS preferred
- Research experience also an added advantage
- Training in GCP is an added advantage

**Knowledge, Skills and Abilities**

- GCP certificate
- Previous experience in research is an advantage
- Knowledge of HIV/AIDS related issues
- Ability to communicate well with participants and study team members
- Excellent organizational skills and flexibility
- Ability to work under pressure and accomplish tasks with minimal supervision

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**Job Title: Finance and Administrative Assistant**  
**Vacancy Code: FAAX02**  
**Reporting line: Project Administrator**  
**Classification: Full Time**  
**Duty Station: Kakumiro**

**General Summary**

The post holder will provide finance, administrative and secretarial support to the project field office, staff, and to project consultants as appropriate. He/she will participate in drawing of periodic work plans/budgets-in relation to the set targets, account for all the project field funds and ensure proper utilization of project assets and equipment. Develop a database of contact information; maintain distribution lists for various kinds of project communication and schedule all project meetings; attend and take minutes as appropriate.

**Educational Requirements**

- An undergraduate degree in accounting, business administration, finance, public administration or other related field.

**Main locations:**



- Working Experience and skills
- Minimum of three years' experience working in finance in a public, private sector or international NGO environment
- Working experience in institutional development, project management and conversant working with MOH systems.
- Experience in managing US government funds (rules and regulations) will be an added advantage

**Key Responsibilities:**

- Support day-to-day project activities in the Districts.
- Participate in drawing of periodic work plans/budgets-in relation to the set targets.
- Work with the Districts & project teams to support delivery of comprehensive HIV services.
- Ensure safe custody, account for all the project field funds, and ensure proper utilization of project assets and equipment.
- Develop monthly schedules to allocate use of vehicles.
- Supervise the drivers and office assistant.
- Support in the management of project resources such as human resources, finances, vehicles among others.
- Prepare financial reports on a monthly, quarterly and annual basis.
- Assist with all aspects of administrative management, directory maintenance, logistics, equipment inventory and storage.
- Managing inventory of assets and supplies, monitoring critical level of stocks.
- Coordinating between project operating units in resolving day-to-day administrative and operational problems.
- Scheduling and coordinating all appointments and meetings both staff and those for other stakeholders as scheduled.
- Preparing meeting minutes, meeting notes and internal support materials.
- Manages staff Leave schedules and maintain an updated staff project leave tracker
- And any other duties as reasonably assigned.

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**Job Title:** District HIV Prevention officer  
**Vacancy Code:** DHIVX01  
**Duty station:** Koboko and Arua  
**Reports to:** Regional HIV Prevention Services Coordinator

**Main locations:**



### **General Summary**

The Prevention Officer will provide on-going psychosocial support interventions to clients, their families and community members to ensure holistic HIV/AIDS care and strengthen uptake of all service packages delivered within IDI-supported facilities and communities.

### **Educational Requirements:**

- Degree in Social sciences, SWASA, Community Psychology, Diploma in Medical Clinical medicine, Nursing or related field.
- Training in HIV/AIDS counselling modules from a recognized institution
- At least 1-year experience in HIV work in a busy clinical setting and/or in health systems strengthening

### **Knowledge, Skills and Abilities:**

- Up-to-date knowledge of national HIV/AIDS prevention and treatment policies.
- Good communication, organization and management skills.
- Understands client confidentiality and exhibits high level of ethical conduct.
- Has basic computer literacy including word processing, excel, internet and power point.

### **Key Responsibilities:**

- Support mentorship and training efforts to build capacity of facility teams to deliver high quality psychosocial support and care services to individuals infected and affected by HIV.
- Participate in team-based clinical care of TB and HIV/AIDS patients attending IDI-supported health facilities in line with standard treatment guidelines.
- Lead efforts in identification and linkage of new PLHIV through optimization of facility and community based HTC activities, implementation of assisted partner notification, social network strategy, Micro-testing, HIV self-testing(HIVST) and Recency testing
- Support establishment and functionalization of psychosocial support groups including adolescent clubs, Sero-discordant couple clubs, and family support groups to strengthen adherence to HIV/AIDS treatment and to promote uptake of preventive service packages.
- Guide facility teams to deliver high quality HIV/AIDS care and preventive services for Key/ Priority Populations using non-discriminatory gender-sensitive models.
- Participate in client education and facility sensitization to continuously build knowledge among patients attending IDI-supported health facilities.
- Participate in performance monitoring initiatives and routine data use activities at IDI-supported health facilities to guide implementation of project activities.
- Participate in identification, implementation and documentation of continuous quality improvement activities along the HIV continuum of response and along client care and treatment cascades.

#### **Main locations:**



- Participate in facility and community efforts to improve linkage, retention and viral suppression rates among clients in HIV care.
- Participate in compilation and submission of accurate facility HMIS and programmatic reports according to project, donor and Ministry of Health timelines.
- Any other duties as may reasonably be assigned from time to time.

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**Position:** Locum Nurse  
**Vacancy Code:** LNX01  
**Location:** Infectious Diseases Clinic  
**Work station:** PCT/ Mulago  
**Reports to:** Nurse Team Lead

**General Summary:**

The post holder will be required to provide nursing care to patients attending IDC, provide health education and advise to patients and their family members, provide translation whenever necessary, guide in clinical practice and duties of other nurses. Participate in clinical research studies.

**Educational Requirements:**

- Completion of Nurses Training in a recognized educational institution with certificate/ Diploma.
- Minimum of 2 years work experience in a clinical setting ■
  - Full and active registration with the Uganda Nurses and Midwives council (Valid general practice license).
  - Self- motivated and capable of meeting deadlines.
  - Excellent communication skills.
- Good interpersonal skills and able to interact productively with other team members.

**Responsibilities:**

- Provides nursing care to patients attending the IDC
- To provide clinical care including triaging, clinical assessment of patients of patient’s problems, investigations to HIV/AIDS patients attending IDI- supported health facilities in line with standard treatment guidelines.
- Provides health education and advice to patients and family members

**Main locations:**



- Assists medical doctors in carrying out clinical procedures
- Provides translation services to visiting medical doctors as required
- Ensures patient flow in the IDC
- Performs quality assurance and quality control (QA/AC) to ensure completeness of source documents.
- Participates in giving Medicines when required.
- Checks medical supply stock and ensures procedure charts are fully equipped
- Guides the clinical practice and duties of other nursing staff
- Participates as a full member of the IDC health care team
- Attends clinic staff meetings on a daily basis as available
- Participate whenever requested to do so in clinic research studies.

#### **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. *Internal candidates who meet the required specifications and have worked with IDI for a period of at least one year will be given priority.*
3. *Make sure that your application letter, CV and certificates are attached as one document*
4. *Indicate the Vacancy Code as the subject line of your email*
5. *Please note that if you DO NOT indicate the vacancy code as instructed above, your application will not be considered*
6. *Any form of canvassing will lead to automatic disqualification.*
7. *Only shortlisted candidates will be contacted.*

**The Senior Human Resource Manager**  
**Infectious Diseases Institute — IDI Knowledge Centre, Makerere University Main Campus**  
**College of Health Sciences, Makerere University**  
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#### **Main locations:**