



Employment Opportunity - Business Development Assistant

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 a competent candidate as indicated below;

Position: Business Development Assistant

Vacancy Code: BDA01

Reports to: Senior Manager (Strategic Information and Business Development)

Classification: Fixed-term (contract), 1 year

Summary of Responsibilities:

The Business Development Assistant will support acquisition of new business, further development of existing business, and monitoring programmatic compliance across all the IDI main programmes. The Business Development Assistant will be working under the direct supervision of, and be evaluated by, the IDI Senior Manager (Strategic Information and Business Development).

Responsibilities:

- Support identifying opportunities for funding, in line with IDI strategy, across a broad range of funding agencies; and share such information with senior staff.
- Support the development of proposals for funding new projects (primarily non-research) and extensions to existing projects.
- Provide support in tracking compliance to proposal requests and reporting practices.
- Monitor programmatic compliance on selected projects through processing institutional key performance indicators (KPI) reports.
- Schedule team meetings, attend, take minutes and oversee meeting logistics.

Main locations:



- Establish and maintain a manual & electronic filing record keeping system for Monitoring and Evaluation (M&E) and Business Development data. For easy storage and retrieval of documents, reports and correspondence related to M&E and Business Development.
- May be required to work closely with the team to support project staff to prepare various reports that will reflect the status of indicators outlined in the M&E plan.
- Any other duties specified by the Senior Manager (Strategic Information and Business Development).

Education and Experience:

- Bachelor's degree in a relevant field such as Health, Social / Behavioral Sciences, Statistics, Finance, Business or Commerce.
- At least one-years' experience in proposal development and resource generation in the health sector.

Knowledge, Abilities and Skills:

- Good organization skills including ability to track / monitor multiple funding prospects simultaneously.
- Good interpersonal skills including strong verbal and written communication skills.
- High proficiency in the use of Word, Outlook, PowerPoint, and spreadsheets.
- Ability to work in a pro-active manner with little supervision.

Main locations:



Employment Opportunity - Study Medical Officer

Job Title : Study Medical Officer

Vacancy Code: SMOX01

Reporting line : Study Coordinator

Classification : Full time

Duty station : Fort Portal, Kabarole District

Job Summary:

The study medical officer will ensure that patients presenting at the OPD or on the medical wards, meeting criteria are identified, correctly consented and enrolled into the study. You will work with a multi-disciplinary team, and will equally have leadership roles delegated as deemed fit. Skills in advanced care for patients with sepsis, and potential Viral Haemorrhagic Fever, will also be developed so that you can assist in leading the team in managing these cases, supporting staff at FPRRH to develop their skills in these areas as well.

Role and Responsibilities

- Implement the research protocol(s) at FPRRH research site by working with a multi-disciplinary study team which will include but is not limited to physician, medical officers, study nurses, laboratory staff and the laboratory clerk
- Regularly participate in the ongoing IPC training and high-dependency interventions for sepsis / VHF trainings in drills and other simulation exercises both at Fort Portal and other sites as applicable
- Active participation in the identification, investigation, safe isolation and care of both suspect and confirmed cases of Viral haemorrhagic fevers presenting at FPRRH
- Ensure that clinical research is conducted in the highest ethical and academic standards as stipulated in the research protocols
- Participate in/ deliver CME to the JMEDICC team and keep up to date with the latest developments in research for Ebola virus disease and related filovirus haemorrhagic fevers
- Consent, enroll and follow up research participants
- Carry out research-related investigations on study participants
- Follow up research participants, review patient files and labs to ensure completeness and continuity of care
- Provide medical care for study participants and routine care for FPRRH patients in the medical wards

Main locations:



- Refer patients for additional assessment as appropriate
- Ensure that research participant data is checked for completeness and respond to all queries raised by the QC team in redcap
- Liaise with the physician in relation to patient management
- Attend all study meetings
- Perform any other duties that may be reasonably necessary for carrying out the study protocol as directed by the study coordinator, physician, or designee

Qualification Requirements

- **Mandatory**
 - Bachelor of Medicine and Surgery
 - Full and up-to-date registration with the UMDPC
- **Beneficial**
 - Previous VHF training

Working Experience and skills

- Working experience in urgent care and clinical case management in a rural setting.
- Previous participation in research is desirable.

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 06th March, 2020. *Email your application and CV to 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 PDF 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.*

Main locations:



MAKERERE UNIVERSITY

Infectious Diseases Institute
College of Health Sciences
Makerere University



The Senior Human Resource Manager
Infectious Diseases Institute — IDI Knowledge Centre, Makerere University Main Campus
College of Health Sciences, Makerere University
P.O. Box 22418, Kampala, Uganda

Infectious Diseases Institute
School of Medicine, College of Health Sciences
PO Box 22418, Kampala, Uganda
Website: www.idi-makerere.com
Email: office@idi.co.ug

Main locations:

IDI McKinnell Knowledge Centre
(ED, Training, Outreach, Grants Management, F&A, GHS)
Makerere University Main Campus
Tel: +256 (0)312 211 422

IDI Mulago
(Clinic, Research, Lab Services, Information Services)
Mulago Hospital Complex
Tel: +256 (0) 414 307 000