



## UNIVERSITY OF NAIROBI

### EXTERNAL JOB VACANCIES (PROJECT POSITION)

Applications are invited for the following position:

#### **PROJECT COORDINATOR - STEP-Mag TRIAL PROJECT, DEPARTMENT OF OBSTETRICS & GYNAECOLOGY –AD/5/27/2025, 1 POST**

#### **The Position Description**

The University of Nairobi – STEPmag Project is seeking to hire a Study Coordinator to undertake activities of a key WHO-funded grant in Simplified Treatment for Eclampsia Prevention using Magnesium sulfate. The Study Coordinator will work closely with the Study Investigators and WHO team to ensure that the trial is running according to the protocol, Good Clinical Practice (GCP) and local regulatory requirements.

The position is based in Nairobi but with multiple travels to the three (3) study sites.

#### **Job Description**

- Planning, organizing and coordinating study work including establishing and maintaining linkages with participating hospitals and other stakeholders.
- Ensure necessary local ethics review board and governmental approvals and renewal are obtained for the study and managing study ethics and human subjects' protection.
- Supervision of field staff, ensuring that appropriate data is collected and uploaded.
- Ensure proper administration of consent procedures and questionnaires to participants.
- Assist in training of staff involved in research on study methodologies
- Making weekly, monthly reports of project activities.
- Prepare for quarterly external audit and monitoring visits.
- Liaising with the administrator with regards to study purchases and any other administrative issues.
- Keeping the principal investigators updated on all administrative, research and financial activities.

#### **Job Specifications**

- Kenya Certificate of Secondary Education or its equivalent with a pass in English.
- Kenya Registered Nurse Midwife or Kenya Registered Community Health Nurse or a degree in Bachelor of Science, Nursing or its equivalent
- At least 2 years working experience post qualification in a busy maternity unit.
- Basic managerial skills and experience.
- Training and experience in clinical research and IT

#### **Terms of appointment**

This is a position whose tenure is one (1) year contract, renewable based on performance and by mutual consent.

## NOTES

1. Applicants should email their application letters, certified copies of certificates and curriculum vitae (CV) giving details of their qualifications, experience and three (3) referees, as well as indicating their Github accounts which showcase their projects, telephone and e-mail contacts.
2. Applications and related documents should address to the Director, Human Resource, University of Nairobi.
3. Applicants should state their current designations, salaries and other benefits attached to those designations.
4. The application letter must bear the reference code indicated in the advertisement.
5. Late applications will not be considered.
6. Applications should be emailed as one file in PDF to: [recruit-projectordinatorSMT@uonbi.ac.ke](mailto:recruit-projectordinatorSMT@uonbi.ac.ke)

**CLOSING DATE: JUNE 4, 2025**

**THE UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY EMPLOYER  
ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED**