



# UNIVERSITY OF NAIROBI

## EXTERNAL JOB VACANCIES (PROJECT POSITIONS)

Applications are invited for the following position:

### **STUDY COORDINATOR, STEP-MAG TRIAL PROJECT - AD/1/12/22 - (1 POST)**

#### **The Project**

The STEP-mag trial Project is a three (3) year WHO Simplified Treatment for Eclampsia Prevention using Magnesium sulfate (The STEP-Mag) that is to be conducted in three (3) hospitals in Kenya.

#### **The Position**

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 and monthly reports of project activities.
- Liaising with the administrator in regards to study purchases and any other administrative issues.
- Keeping the principal investigators updated on all administrative, research and financial activities.

#### **Job Specifications**

- Have Kenya Certificate of Secondary Education or its equivalent with a pass in English.
- Be a Kenya Registered Nurse Midwife or Kenya Registered Community Health Nurse; or have a Bachelor of Science degree in Nursing, or its equivalent.
- Have at least one (1) year working experience, post qualification, in a busy maternity unit.

- Be computer literate, have basic managerial skills and experience.
- The applicant must have one (1) year experience in clinical research, part of it as a team leader.

### **Terms of appointment**

This a position whose tenure is one (1) year contract renewable based on performance and by mutual consent. The salary is negotiable depending on the level of education and work experience.

### **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 telephone and e-mail contacts.
2. Applications and related documents should be forwarded through applicants' Heads of Departments, where applicable, and be addressed 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 to [recruit-scstp@uonbi.ac.ke](mailto:recruit-scstp@uonbi.ac.ke) as one file in PDF.

**CLOSING DATE: FRIDAY, FEBRUARY 4, 2022**

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