



## MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES (MUHAS)

### JOB OPPORTUNITIES

#### Study Coordinator – One position

##### Introduction

The Department of Psychiatry and Mental Health at MUHAS, in collaboration with the University of Northwestern University, is planning to conduct a mixed-method study in Dar es Salaam titled “**Impact of COVID-19 pandemic on HIV care and anxiety and the role of self-management among Adolescents living with HIV in Tanzania**”; an observational study funded by NIH through Northwestern (prime) and Muhimbili Universities. The broad objective of this study is to assess the impact of the COVID-19 pandemic on mental health and other treatment outcomes of adolescents living with HIV (AWHIV). The specific aims include 1) to assess the impact of COVID-19 and response to the pandemic on disruption of care defined as non-adherence to HIV care and treatment and HIV virologic non-suppression among AWHIV enrolled in HIV Clinics in Dar es Salaam 2) to measure levels of COVID-19 related anxiety using an adapted GAD-7 survey tool among adolescents living with HIV and to explore associations between COVID-19 related anxiety, self-management, and adherence to HIV care and treatment

##### JOB DESCRIPTION:

**Job Title:** Study Coordinator

**Number of positions:** One

**Employment contract duration:** 1 year

**Employee reports to** Study director (Dr. Hellen Siril)

**Employment Location:** Department of Psychiatry and Mental Health, Muhimbili University of Health and Allied Sciences (MUHAS), Dar es Salaam, Tanzania

##### Tasks related to this job include:

1. Read and understand the study protocol, including the study process of recruitment procedures, timelines, and logistics associated with the running of the project
2. Use the study proposal to develop a mini work plan (a monthly and or quarterly work plan for Research Assistants (RA) and job aids for the RAs
3. Works to ensure the study implementation according to set operating standards and timely
4. Work with study director to plan, conduct study related training and meetings
5. Directly supervise the RAs and ensure the following
  - (a) They comply with research regulations, including inspecting their Human research training and keeping a file of their ethics training, linking them to online training for those who need to update their Ethics training certificates
  - (b) They report to work on time (8.00 am) and remain at work till 5 pm
  - (c) They complete their daily tasks as per the agreement, and they interview assigned number of participants per day as agreed

- (d) They have all logistics they need in the field to implement the study (including the questionnaires, the consents, and approval letters from NIMR/MUHAS and DMOs offices
  - (e) They have the final versions of the tools
  - (f) They sign off the number of days they worked and prepare payments sheets
  - (g) They have transport, airtime, and tablets: and ensure tablets service occurs each month
  - (h) They submit against signature checked field notes /reports as required each day
  - (i) Stores all the paper-based collected data at MUHAS office in a locked cabinet
6. Work with the study director and the PI to compile and submit study reports as required, including participating in weekly progress reporting meetings
  7. Work with study director and PI to prepare and submit logistics requisition letters, retire used funds, and process IRB renewal/amendments from NIMR and MUHAS ethics committees, respectively
  8. Supervise the implementation of research by following government regulations, principles, and guidelines, including good clinical practice, human subjects research ethics, etc.

### **Required qualifications**

1. Bachelor Degree or advanced diploma in nursing, psychology, social work, or any other relevant area
1. A minimum of 2 years' experience of working in the research field as a coordinator or senior RA
2. Fluent English and Kiswahili speaker
3. Experienced and can demonstrate people management skills, planning, prioritization, and supervision of a project or a team and reporting

### **Submission of Application:**

Qualified and interested applicants for these positions should apply by submitting their application (by email) by December 1, 2021, 6.00 pm Tanzanian time. Applications to be submitted through the following email: [racheljared@rocketmail.com](mailto:racheljared@rocketmail.com)

Applications should include the following:

1. Cover letter describing applicant' qualifications, experiences, and reasons for interest in the project (written in English)
2. Curriculum Vitae including contact information (including phone numbers and email addresses) of the applicant and two references which we can use to reach either
3. Copies of applicant's certificates and academic qualification

A study team member will communicate the date and time for an interview at MUHAS for those shortlisted.