



OFFICE OF THE COORDINATOR

VACANCY ANNOUNCEMENT

The University of Rwanda is a public institution of Higher learning committed to support the development of the country through the generation and advancement of knowledge and innovation among other core activities.

The University of Rwanda, College of Medicine and Health Sciences (CMHS), School of Public Health, through the Single Project Implementation Unit (UR-SPIU), would like to recruit competent and full time motivated candidates to apply on the following positions for the period of one year. It is a vacancy announcement from Global Environmental and Occupational Health (GEO-Health) Hub for Research and Training in Eastern Africa for Rwandan side. The GEO-Health Hub is a research and training platform that was established with grant support from the National Institutes of Health (NIH) of the United States of America and the Canadian International Development Research Centre (IDRC). The Hub focuses on research and training activities around the themes of air pollution and health, occupational safety and health, and climate change research.

It is in this regard, UR-SPIU calls for qualified and motivated candidates to apply on the following positions:

1. Job title: RESEARCHER ADMINISTRATOR (1 position)

The research administrator will coordinate the research team and ensure that the field team training, data collection, data analysis and overall research project objectives are met according to the research timeline.

Job description:

- Participate in development of research objectives, design and data collection for assessing environmental health exposure and other research related projects.

- Coordinate different research activities such as outdoor air pollution monitoring/exposure assessment, school-based Children's Health Study (CHS) of air pollution and child health, Hospital morbidity and mortality study of air pollution and occupational health study.
- Develop/adopt standard operating procedures for research administration, questionnaire administration, lung function testing and related activities.
- Manage study's field sites, data collectors and field researchers to ensure research activities are completed per the timeline and research objectives are met.
- Coordinate hospital data collection with assigned hospital staff and field researchers.
- Work closely with Hub manager and hub administrator to ensure research activities within Ethiopia are aligned with overall Hub research timeline and budget.
- Work closely with the data manager, analyst, investigators, field teams members, and other GEO-Health team members on data collection, management, analysis and reporting.
- Collaborate and work harmoniously with GEO-Health Hub and SPH/CHS academic and admin support staff
- Compile field research reports periodically and provide timely report to the hub manager and PI as appropriate.
- Work on any related assignment pertaining to GEO-Health research activities.
- Communicate with partners effectively through pertinent modes of communication, such as email and regular Skype calls as appropriate.

Qualification & required skills

- MSc in public health or Master of Science in health-related discipline
- At least 2 years of strongly research oriented activities or research administration experience.
- Demonstrated ability in research execution using various approaches, such as health facility, school, and community based surveys.

- Experience with managing and monitoring research activities particularly research related to environmental and occupational health is preferred.
- Well oriented with the health system of Rwanda, particularly hospitals' Health management Information system (HMS).
- Excellent communication skills and fluency in English

2. Job title: FIELD RESEARCHER (1 position)

Job description:

- Conduct outdoor air pollution monitoring/exposure assessment field research
- Electronic and manual data collection
- Management of study's monitoring sites
- Coordination of hospital data collection with assigned hospital staff
- Participation in development of research objectives, design, and data collection for environmental health exposure and other related projects.
- Work closely with research administrator and other GEO-Health team members
- Collaborate and work harmoniously with GEO-Health Hub and SPH/CHS academic and admin support staff
- Compile field research report periodically and provide timely report to the Research Administrator
- Work on any related assignment pertaining to GEO-Health research activities
- Communicate with partners effectively through pertinent modes of communication such as email and regular Skype calls as appropriate.

Qualification & required skills

- BSc in Environmental Health Sciences, Environmental engineering or related Health Science fields is preferred
- At least 2 years of field research experience
- Experience with environmental health research, specifically monitoring sites/stations

- Experience with hospital data collection
- Excellent communication skills and fluency in English
- Computer skills required and familiarity with exposure equipment
- Female candidates are encouraged to apply

3. Job Title: FIELD RESEARCHER (2 positions)

Job description:

- Field data collection for a school-based Children's Health Study (CHS)
- Data collection: mobile questionnaire administration, lung function testing, etc.
- Coordination with school sites
- Coordination of data transfer to data manager/research team
- Participate in research concept development, design, data collection of children's health study and related projects
- Work closely with research administrator and other field researchers
- Collaborate and work harmoniously with GEO-Health Hub and SPH/CHS academic and admin support staff
- Compile field research report periodically and provide timely report to the Research Administrator
- Work on any related assignment pertaining to GEO-Health research activities
- Communicate with partners effectively through pertinent modes of communication such as email and regular Skype calls as appropriate

Qualification & required skills:

- BSc in Environmental Health Science, Nursing, Health officer or related field is preferred.
- At least 2 years of field research experience
- Experience with questionnaire administration (mobile/electronic and manual)
- Physiological measurement/ lung function test field experience is an asset

- Excellent communication skills and fluency in English
- Computer and mobile technology skills as well as electronic medical data records preferred required
- Female candidates are encouraged to apply.

4. Job Title: DATA MANAGER (1 position)

Job Description:

- Coordinate data entry, management and analysis in conjunction with the research administrator and field researchers
- Ensure the provision of data quality assurance
- Supervise data clerk and programmer analyst
- Set up database management system and be responsible for ensuring it is updated regularly
- Participate in research concept development, design, data collection of Environmental and Occupational Health area in the GEO-Health hub as needed
- Work closely with research administrator and other field researchers
- Collaborate and work harmoniously with GEO-Health Hub and SPH/CHS academic and admin support staff
- Compile data reports periodically and report it to the Research Administrator in a timely manner
- Work in any related assignment pertaining to GEO-Health research activities
- Communicate with partners effectively through pertinent media of communication such as email and regular Skype calls as appropriate

Qualification & required skills:

- BSc or MS in Biostatistics/Statistics, information science or related field
- At least one year for MSC or two years for BSc of experience in database development and management.

- Knowledge and experience on research electronic data capture (REDCap) is an advantage.

5. Job Title: PROGRAMMER AND ANALYSTIST (1 position)

Job Description:

- Data analysis and manage the data software for all research projects (OAP/time series, IAP, CHS)
- Work closely with data manager, research administrator, hub manager/administrator and investigators
- Compile performance periodically and report it to the data manager timely
- Work in any related assignment pertaining to GEO-Health research activities
- Communicate with partners effectively through pertinent media of communication such as Email and regular Skype calls as appropriate

Qualification & required skills:

- MS degree in Biostatistics/statistics, information science or in related fields
- Experience in Data Analysis of multi-site data and expertise in major data analysis software
- Extensive experience with multi-country and multi-site research projects, experience with various types of quantitative analysis, strong proficiency in data management and analysis software.
- Health research experience

6. Job Title: DATA CLERK (1 position)

Job Description:

- Data entry and ensuring data quality of the GEO-Health hub research activities
- Assist the hub manager in administrative and financial matters of activities
- Assist the

- Work closely with research administrator, data manager, hub manager/administrator and researcher team
- Collaborate and work harmoniously with GEO-Health Hub and SPH/CHS academic and admin support staff
- Compile field research report periodically and provide timely report to the Research Administrator and/or Data Manager
- Work on any related assignment pertaining to GEO-Health research activities
- Communicate with partners effectively through pertinent media of communication such as Email and regular Skype calls as appropriate

Qualification & required skills:

- BSc or in statistics, Environmental Health Sciences or related field
- At least one year of experience data entry, cleaning and recording

Application procedure

- Interested candidate should submit their applications online to the infospiu@ur.ac.rw with copy to spiucoor@gmail.com; rugigana@nursph.org, with Mention of **Application for GEO-Health** in e-mail subject. The application file must be a single PDF file and contain the following documents:
 - Application letter written in English
 - A detailed curriculum Vital
 - A copy of academic degree
 - A proof of experience if mentioned above in the potion requirements

The deadline for submission of the application is set on 14th June 2019

Done at Kigali on 05th June 2019


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