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OFFICE OF THE COORDINATOR

**ADVERT FOR A CONSULTING POSITION OF “SITE INVESTIGATOR”  
AT HOSPITAL LEVEL**

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 has signed an agreement with the University of Birmingham on the funding of National Institutes of Health (NIH), UK to establish a **Global Surgery Research Hub Rwanda** under College of Medicine and Health Sciences (CMHS), School of Medicine and Pharmacy in the Department of Surgery. The role of the Hub is to oversee different surgical clinical trials. In that regard, the Hub takes responsibility for the management of the Spoke hospitals; provides administrative services for the country network; provides training for Spokes and maintains regular communication with the University of Birmingham.

It is in this regard that, the University of Rwanda -Single Project Implementation Unit (UR-SPIU) calls for qualified and motivated candidate to apply on the following Consulting Position of **Site Investigator**.

***Duties and Responsibilities***

- Building a close working relationship between the site (Hospital) and the hub
- Identifying and developing the study team at the site
- Organizing, supervising, and monitoring the activities at the site
- Ensuring the study activities are compliant with the study protocols
- Ensuring a smooth recruitment, and timely follow up of the study participants
- Processing the payment of data collectors and transport fees for the study participants
- Ensuring the study master file is regularly updated with accuracy, and responding to any query about data checks and verification
- Producing monthly report on the study progress, and reporting timely any adverse event
- Keeping all documents and records of the study
- Participating in the study workshops, further projects development and writing
- Making appropriate decisions and recommendations

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## **Qualifications and required skills**

The successful candidate should:

- Be a Surgeon
- Be working in referral/district hospitals with significant surgical workload
- Have at least 2 years of relevant experience;
- Be fluent in written and spoken English, knowledge of French will be an added value;
- Have proven record of successful interaction with individuals from a diverse array of backgrounds, including government officials, development partners, researchers, etc.
- Have a demonstrable experience in organizing and coordinating multilevel events and field research activities;
- Have knowledge of computer programs, including Microsoft Word and Excel;
- Have experience in program management and logistics;
- Possess punctuality, intellectual curiosity, willingness to take initiative, multi-tasking, and willingness to work under pressure to meet deadlines.

## **Application procedure**

Interested candidates should submit their applications online to the [infospiu@ur.ac.rw](mailto:infospiu@ur.ac.rw) with copy to [urspiucoor@gmail.com](mailto:urspiucoor@gmail.com); [fostino21@yahoo.fr](mailto:fostino21@yahoo.fr) and [h1sosthene@hotmail.com](mailto:h1sosthene@hotmail.com). The position title that is, **Site Investigator and the name of the Hospital** should be clearly indicated on the subject line of the electronic application. The application file must be a single PDF file and must contain the following items:

- Application letter
- Curriculum vitae which must include education background and relevant experience and trainings
- Names and phone numbers of three Professional Referees who can attest to the experience you have
- Copy of National ID or passport
- Copy of Degree from recognized University
- Current service certificate

***Deadline for submission of the application is set on 27<sup>th</sup> December 2019***

Done at Kigali on 17<sup>th</sup> December 2019

  
**Immaculate BUGINGO**  
**Coordinator**  
**Single Project Implementation Unit (SPIU)**  
**University of Rwanda**

