MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES (MUHAS)

JOB OPPORTUNITIES

Intervention Coordinator – Two positions

Introduction

The Department of Psychiatry and Mental Health at MUHAS, in collaboration with the University of North Carolina (UNC, USA) is planning to conduct a mixed-method study in Dar es Salaam and Pwani Region in 24 school-clinic pairs, titled "Adolescent Wellness Visits to Reduce Health Risks in Tanzania" (Branded in Swahili as "Vijana Tambua Afya" (VITAA); a cluster randomized controlled trial funded by NICHD. The broad aim is to generate information for strengthening the Tanzanian health services system's ability to support increased adolescent use of existing standard of care services such as HIV testing and counseling (HTC), contraceptive use, and linkage to care and treatment for HIV-positive adolescents. The specific aims include to assess the impact of adolescent wellness clinic visits (AWVs) on HTC in all adolescents (primary outcome) and also contraceptive uptake in sexually active adolescents (subset) after follow-up of up to two years post-primary school. During the study period we will also evaluate factors that support or limit implementation of the AWV model and fidelity/adherence to implementation of the proposed AWV package through focus groups and semi-structured interviews. And finally, we plan to evaluate the cost-effectiveness of AWVs on two key health behavioral outcomes: uptake of HTC for all adolescents, and reductions in unmet need for contraception among sexually active adolescents.

JOB DESCRIPTION:

Job Title: Intervention Coordinator
Number of positions: Two
Status of employment contract: Renewable annually
Employee reports to: Principal Investigator
Employment Location: Bagamoyo or Dar es Salaam. Tanzania

Tasks related to job-title:

- Reviews and comprehends the VITAA study protocol, and develops a familiarity with the protocol, e.g., study proceedings and timelines, participant inclusion and exclusion criteria, confidentiality, and privacy protections.
- Works directly with the research coordinator, to help ensure that the intervention its refinement, and implementation as well as related activities, such as training implementers are performed in accordance with the protocol, regulations, policies and procedures.
- Assists the PI in development/refinement and production of training materials and tools necessary to appropriately train implementers involved in the conduct of the intervention

while ensuring adherence to protocol requirements, and will include (but not limited to) fine tuning of materials, implementation aids, schedules for training, certification of implementors, and execution of the intervention; and relates these activities appropriately to the evaluation research plan.

- Coordinates with district level health and education department staff to set dates, venues and ensure implementors training and conduct of the AWV intervention occurs as scheduled.
- Assists the PIs/Co-PIs in study feasibility assessments, including information on intervention implementation fidelity, costs and implementation barriers as requested.
- Maintains study timelines with regards to intervention implementation and evaluation, including but not limited to assisting the research coordinator to cross check completion of CRFs as required by the protocol and assures their timely completion as per the study timeline.
- Maintains all documentation on training related to the intervention, including assessments of fidelity to the intervention and implementation barriers.
- Assists the research coordinator to assure that all key personnel or persons 'engaged' in the research project have met research training requirements in accordance with Tanzania government and US federal regulations, MUHAS and the UNC and the sponsoring agencies policies and procedures; this includes up-to-date human subjects and good clinical practice training/retraining requirements.
- Collaborates with Co-PIs and the research coordinator to respond to any implementation/data audit findings and implement approved recommendations.
- Collaborates with the research coordinator and appointed financial administrator to prepare categorized sub-budgets and their justification for all activities related to intervention implementation and confirms the appropriateness, accuracy and completeness of budgeted costs.
- Help co-facilitate and/or lead intervention training related activities
- Attends all study related training activities
- Attends all scheduled study team meetings and weekly calls as required.
- Assists the research coordinator to prepare study documents for IRB submission, quarterly activity plans and reports on implementation progress and any other regulatory documents as required by the protocol.
- Assists the research coordinator to prepare other study materials as requested by the PIs. These study materials include, but are not limited to, the informed consent documents (information brochure and forms), case report forms (CRFs), registration, enrollment and follow-up logs, and adverse events logs.
- Assists the research coordinator to organize and update files, including but not limited to, regulatory binders, study specific source documentation and other materials
- Assists the research coordinator to develop and implement recruitment strategies in accordance with IRB requirements and approvals.
- Conducts or participates in the informed consent process including interactions and discussions with research participants, and answering any questions related to the study. Obtains appropriate signatures and dates on forms in appropriate places. Assures that amended consent forms are appropriately implemented and signed.

- Assists the research coordinator to screens subjects for eligibility using protocol specific inclusion and exclusion criteria, documenting each potential participant's eligibility or exclusion.
- Assists the research coordinator to document recruited participants on the appropriate register taking into consideration storage of sensitive information as per protocol
- Works with the study team to manage the day-to-day activities of the study including problem solving, communication and protocol management.
- Promotes the ethical conduct of research by reporting in good faith suspicions of misconduct in research
- Assist with development of code book, coding and data analysis

Qualifications & required

- Master Level – public health, nursing, clinical psychology, social work, sociology/demography or any other relevant area
- Minimum of 3 years' experience in working in large **health or education related programs** and/or research projects, where roles include training/supporting/facilitating intervention implementation in partnership with clinicians and educators
- Responsibilities could also include data collection and some quantitative or qualitative data analysis skills; involvement in a prior health related RCT an added advantage.
- Knowledge and understanding of research governance regulations, principles and guidelines including good clinical practice, research with human subjects etc.
- Excellent communication and listening skills
- Good skills in building and strengthening partnerships
- Must have experience of working with multi- and interdisciplinary teams and a flexible, team-working attitude, balanced to an ability to work and deliver outputs independently.
- Able to develop and acquire new skills as required
- Ability to delegate and work through others, well organized, with good attention to detail
- Excellent time and people management skills with an ability to plan and prioritize
- Computer skills (word processing, excel, email, internet)

Submission of Application:

If interesting in applying for these positions, please submit the following information by January 25, 2021. Please note that only the short-listed candidates will be invited for interviews in Dar es Salaam.

- Cover letter describing background qualifications and reasons for interest in the project (written in English)
- Curriculum Vitae (including three references and their contact information)
- Contact information (address, phone number, email address)
- Photocopies of certificates

Please send complete applications to:
Project Coordinator:
Adolescent Wellness Visits study
Email: vitaatz44@gmail.com

Research Assistants – Two Positions

Introduction:

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The Department of Psychiatry and Mental Health at MUHAS, in collaboration with the University of North Carolina (UNC, USA) is planning to conduct a mixed-method study in Dar es Salaam and Pwani Region in 24 school-clinic pairs, titled "Adolescent Wellness Visits to Reduce Health Risks in Tanzania" (Branded in Swahili as "Vijana Tambua Afya" (VITAA); a cluster randomized controlled trial funded by NICHD. The broad aim is to generate information for strengthening the Tanzanian health services system's ability to support increased adolescent use of existing standard of care services such as HIV testing and counseling (HTC), contraceptive use, and linkage to care and treatment for HIV-positive adolescents. The specific aims include to assess the impact of adolescent wellness clinic visits (AWVs) on HTC in all adolescents (primary outcome) and also contraceptive uptake in sexually active adolescents (subset) after follow-up of up to two years post-primary school. During the study period we will also evaluate factors that support or limit implementation of the AWV model and fidelity/adherence to implementation of the proposed AWV package through focus groups and semi-structured interviews. And finally, we plan to evaluate the cost-effectiveness of AWVs on two key health behavioral outcomes: uptake of HTC for all adolescents, and reductions in unmet need for contraception among sexually active adolescents.

JOB DESCRIPTION:

Job Title: Research Assistants
Number of positions: Two
Status of employment contract: Renewable annually
Employee reports to: Intervention coordinator
Employment Location: Bagamoyo or Dar es Salaam. Tanzania

Tasks related to job-title:

Position Responsibilities:

- Reviews and comprehends the VITAA study protocol, and develops a familiarity with the protocol, e.g., study proceedings and timelines, participant inclusion and exclusion criteria, confidentiality, and privacy protections.
- Coordinates with Principal Investigator, CO-PIs & research coordinator, to help ensure that data collection activities are performed in accordance with the protocol regulations, policies and procedures
- Attends all protocol related study trainings
- Participates in weekly calls and study related meetings

- Attends all parent information meetings and ensures parental consents are completed.
- Completes informed assent process with each assigned adolescent participant
- Administers surveys to adolescents and ensures their completion
- Enters data in electronic data base
- Conducts in-depth interviews with adolescents
- Ensure all field notes and typed transcripts are properly batched and stored
- Work with translator to assure transcripts are carefully translated into English, capturing clear meanings
- Conduct observational mapping data collection activities in the research sites
- Ensure entry on a data tracking spreadsheet all conducted field activities, and transcripts (both in Swahili and English)
- Data cleaning queries responses
- Assist with development of code book, coding and data analysis

Position Requirements:

- Undergraduate degree in medicine or other health subject including nursing, social science/social work, psychology, anthropology, psychology
- Experienced with the conduct of qualitative research (e.g. interviews, focus group discussions)
- Experienced working with youth/adolescents on sensitive topics
- Computer skills (word processing, excel, email, internet)
- Fluent (or very strong language) in Swahili and English
- Good organizational skills
- Ability to work in a fast paced environment and to multi-task

Preferred Additional Skills:

- Experience managing quantitative data (e.g. data collection, entry, quality checks)
- Friendly and cooperative attitude to working in teams
- Eager to learn and hardworking
- Responsive to directions
- Respect to peers, supervisors and research participants

Submission of Application:

If interesting in applying for these positions, please submit the following information by January 25, 2021. Please note that only the short-listed candidates will be invited for interviews in Dar es Salaam.

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Adolescent Wellness Visits study
Email: vitaatz44@gmail.com