



**Job Title: Research Coordinator**

**Reporting to: Principal Investigator**

**Location: Nimule**

**Duration: 12 months with possibility to extend dependent on funding and performance**

**Start Date: ASAP**

*Our vision a society that is equipped with skills for self-reliance and actively involved on development activities in their community and demand for accountability for the services provided.*

### **Job Advertisement Agency for Research and Development Initiative (ARDI)**

Agency for Research and Development Initiative (ARDI) is a Non-Governmental, non-profit making and humanitarian Organization with Strong commitment to improving the societal wellbeing of people in all spheres of life as a matter of absolute priority, stressing the importance of full participation of the people of south Sudan in service delivery and development for national building, conflict resolution and sustenance of peace and harmony among the various communities. ARDI operates in Central Equatoria, Eastern Equatoria and Jonglei states as well as expanding to all parts of south Sudan to create community co-existence and lasting peace for sustainable development.

ARDI with funding from the UK Research Initiative (UKRI) through the Global Challenge Research Funds (GCRF) is implementing The Accelerating Africa Adolescent Hub Project in South Sudan. ARDI is seeking to recruit a qualified and competent individual (Man or Woman) to carry on the mission and vision of ARDI and our motto as it states “Creating positive living” for the people of South Sudan

### **Position summary**

Under direct supervision of the Principal Investigator, you will effectively coordinate the implementation of the Accelerating Africa Adolescent Hub research project in Nimule Town, South Sudan designed to test the impact of Orphans and Vulnerable Children Intervention on health outcomes for adolescents living with or affected by HIV and AIDS. The study utilizes a combination of development accelerators including adolescent’s sexual and reproductive health and social protections for improving adolescent health outcomes. We are looking for a dynamic and competent Research Coordinator to oversee the technical implementation of all study activities including recruitment and randomization of study participants, training of study team, supporting MEALF officer in data collection and analysis, participation in all coordination meetings with key stakeholders and supervision of field teams, backstop administrative and logistical support including IRB approval applications, pre-testing and refining tools, coordinating training, data collection, data analysis, study documentation and ensuring protocol adherence before, during and after the survey. He/she will maintain constant communication and provide regular updates to study investigators and implement feedback. This position requires a one-year commitment with the potential for extension at the end of the period, subject to funding



## **Key Responsibilities**

### **Research Planning and Design**

- Conducts all research activities in accordance with study protocol and procedures and other appropriate institutional regulations, procedures and policies, including procedures to safeguard confidentiality of study participants - 10%
- Screens potential participants to determine eligibility for study participation, collects locator and demographic information, coordinates participant study visit activities and follow up including but not limited to scheduling visits, tracking scheduled follow up visits, provide reminder letters and calls for follow up visits and conducts other activities to retain study participants -10%
- Oversees the collection and transport of study specimen to research lab and ensure timely request and delivery of study drug from the research pharmacy to the site - 10%
- Completes study specific data collection forms and maintains source documentation as per protocol guidelines - 10%
- Refers participants to healthcare providers and other needed services in coordination with the research clinicians - 10%
- Assist with community outreach activities, which may encompass, community education, contacting community organizations, promoting collaborative efforts among organizations/programs and stakeholders, and attending community meetings and other relevant community meetings - 5%
- Implements continuous quality improvement processes to ensure integrity of data collected and/or entered into study databases, and performs quality assurance activities in collaboration with the site's Data Officer - 5%
- Employs intensive strategies to track and retain study participants and re-engage participants missing study visits - 5%
- Participates in regular meetings with study personnel to ensure high-quality performance of job responsibilities - 5%
- In collaboration with the MOH, technically guide in the set-up of the Adolescent Hub project site in Nimule Town
- Lead frequent supervision and monitoring visits to program sites and regions
- Attend study related trainings and meetings as requested by the PI - 5%
- Liaise with UN agencies who are part of the HUB especially UNICEF, UNDP and UNAIDS
- Perform other related duties as assigned - 5%



- Preparing training material, conducting training for field research and supervision of study teams – protocol development, preparation of SOPs, guidelines and training materials for study team, field testing of tools and methodology.
- Lead planning, budgeting, monitoring and ensuring the highest quality of the project
- Represents ARDI and the project in health cluster and reproductive health technical working groups
- Conducts regular data quality assessments and take appropriate remedial actions to address critical gaps identified.

**Qualification: Education/knowledge/Technical skills and Experience:**

- Master's degree in Public health or other health sciences related disciplines
- Knowledge of epidemiology and biostatistics as well as research methodologies is an advantage
- Minimum of 5 years relevant experiences among which at least 2 years is in Adolescent HIV and AIDS projects and research
- Experience in grant writing is an added advantage
- Previous work experience in National and/or International Non-governmental organizations is advantageous
- Quantitative and qualitative research skills and experience; proficiency in STATA or other statistical and data management software such as SAS, SPSS and AtlasTI or NVivo.
- High level of proficiency with referencing software (i.e. Endnotes) and Excel
- Outstanding writing skills
- Excellent interpersonal skills, mature, and shows initiative with an ability to work independently and within a team
- Good experience in networking and team work

**How to apply**

Interested candidates (South Sudanese Nationals only) who meets the above criteria should submit their application letters, cover letter with updated CV including three referees and their contact details. Address your application to **Head of Operations, Agency for Research and Development Initiative.**

Applications should be submitted to this email [hr@ardissd.org](mailto:hr@ardissd.org) coping [akennedy@ardissd.org](mailto:akennedy@ardissd.org) and [ardi.southsudan@gmail.com](mailto:ardi.southsudan@gmail.com) but hardcopies are mostly encouraged please hand deliver your application to **ARDI coordinating Juba office, Jondoru residential area Near SSBL or Eye Radio (call 0922194000 for office direction)**

**Female candidates are highly encouraged to apply.**

Closing date for the application submission is **31<sup>st</sup> July 2019 at 5:00pm**

**NB: Only shortlisted candidate will be contacted and documents once submitted will never be returned to the candidates. Please don't submit your original documents**