



<https://ctair.org/>

POSITION TITLE: SITE RESEARCH COORDINATOR

Position Summary

The Center for Translation and Implementation Research (CTAIR) is a dedicated unit that serves as the research coordinating center for the Nigeria Implementation Science Alliance (NISA). CTAIR is focused on identifying and developing innovative interventions to improve health outcomes and works collaboratively with the University of Nigeria, the University of Nigeria Teaching Hospital and other regional research centers of excellence across the country.

CTAIR will be recruiting **Research Coordinator(s)** to coordinate and manage its research-associated activities. The successful candidate will assist in project planning, ensure that study protocol and regulatory requirements are followed. S/He will recruit and coordinate research subjects, serve as administrative liaison for the project, and maintain records for the project. S/He will coordinate and liaise with health facilities, implementing partners, and other stakeholders as needed. The Research Coordinator will report to the Assistant Director for Clinical Research at CTAIR.

Number of positions: 12

Locations:

S/N	Name of Facility
1	Adeoyo Maternity Hospital, Ibadan, Oyo State
2	Annunciation Specialist Hospital, Emene, Enugu State
3	Dalhatu Araf Specialist Hospital, Lafia, Nasarawa State
4	Dr. Gwamna Awan General Hospital, Kaduna, Kaduna State (GAGH)
5	Gombe State Specialist Hospital, Gombe, Gombe State (GSSH)
6	Oron General Hospital, Oron, Akwa Ibom State
7	General Hospital, Funtua, Katsina State
8	Faith Alive Foundation, Jos, Plateau State
9	Calabar General Hospital, Calabar, Cross River State
10	General Hospital, Alimosho, Lagos State
11	General Hospital, Billiri, Gombe State
12	Mother of Christ Specialist Hospital, Ogui, Enugu

DUTIES AND RESPONSIBILITIES:

- Coordinate the implementation of research study protocol at the level of the health facility.
- Plan, implement, and maintain data collection and analysis systems for research purposes.
- Recruit participants into the study by following appropriate consent procedures per study protocol.

- Follow up study participants as at when due according to study protocol.
- Ensure the smooth and efficient day-to-day operation of research and data collection activities at the level of the health facility.
- Work with the clinical team (doctor, nurse, records staff, and adherence counselor) at the health facilities to carry out grant activities in accordance with the research protocol.
- Ensure site level data is complete, timely, and accurate for all study participants,
- Prepare periodic and ad hoc research reports for the health facility.
- Plan and coordinate research meetings at the facility level.
- Carry out other job-related tasks as requested.

QUALIFICATIONS AND EXPERIENCE

- A Bachelor's Degree in public health, statistics, computer science, nurses, or other relevant/health- related fields.
- A Masters' degree is an advantage.
- Fluency in English Language and two or more Nigerian languages is an advantage (this may be tested at the interview).
- Certification in clinical research, research ethics, and study design methods is an advantage.
- Basic to intermediate knowledge of epidemiological and statistical methods.
- Intermediate knowledge of data collection, collation, storage, manipulation, analysis, and interpretation.
- Experience with patient recruitment and retention in clinical trials.
- Experience working on health programs with project management skills.
- Understanding of Electronic Medical Records, DHIS 2, and their interoperability.
- Excellent written and oral communication skills.
- Excellent coordination, organization, and information management skills.
- Ability to develop and maintain relationships with various local stakeholders.
- Experience with use of REDCap or other HIPAA-compliant research data platforms.
- Ability and willingness to travel, when necessary.

Application Deadline: **October 10, 2022**

Start Date: As soon as possible. Review of applications will begin immediately and will continue until the positions are filled.

To apply: Please submit a cover letter (stating preferred location), CV, and the names of 3 professional references to ctair@unn.edu.ng copying lzuchukwu.obi@ctair.org . Kindly state your preferred location in the subject of the email.