



JOB DESCRIPTION

Job Title: Learning for Life Baseline Assessment Study Coordinator

Reporting: Principal Investigator L4L

Location: Nairobi, Kenya (with regular travel) **Duration:**
3 months

About Amref International University:

Amref International University (AmIU), founded in 2017, is a Pan-African institution specializing in health sciences and affiliated with Amref Health Africa. AmIU leverages over 60 years of Amref's expertise in public and community health to provide a comprehensive range of academic and professional programs focused on promotive, preventive, rehabilitative, and palliative healthcare.

About the Learning for Life (L4L) Programme:

Amref, with funding from MasterCard Foundation is implementing a five-year Learning for Life (L4L) programme, aimed at strengthening Africa's health workforce by addressing the significant shortage of health workers and supporting Universal Health Coverage (UHC) goals. This multi-country initiative is currently being implemented in Kenya, Senegal, and Zambia.

Position Overview:

We are seeking a Study Coordinator to lead the baseline needs assessment for the L4L project. The coordinator will manage all aspects of the study, ensuring protocol adherence, data integrity, and regulatory compliance. This role requires strong organizational, logistical, and communication skills, as well as experience in public health research.

Key Responsibilities:

- **Study Management:**
 - Coordinate participant recruitment, enrollment, and follow-up. ○ Ensure data accuracy and completeness by reviewing entries in real-time. ○ Develop and maintain study timelines and ensure milestones are met. ○ Coordinate field activities, including logistics, meetings, and workshops.
 - Assist in the development and testing of KoboToolbox forms.
 - Participate in data preparation for analysis and reporting.
- **Regulatory Compliance:**

- Prepare and submit regulatory documents, including IRB applications.
- Maintain study files, including regulatory binders and participant records.
- **Team Collaboration:**
 - Work closely with the Principal Investigator and research team. ○ Coordinate and assist in training research assistants and study staff. ○ Supervise and mentor field research assistants.
 - Perform administrative tasks related to the project.

Qualifications:

- Master’s degree in Public Health, health systems, community health, or related field.
- Minimum of 3 years of experience in public and community health research.
- Proven experience in coordinating research studies, especially baseline assessments.
- Strong skills in both qualitative and quantitative data collection.
- Excellent organisational, logistical, and analytical skills.
- Ability to work across diverse, multidisciplinary teams and manage relationships with health sector partners.
- Experience in writing research outputs is an advantage.

Working Conditions:

- The position is based in Nairobi with regular travel.

Application Instructions:

How to apply

Interested? Please email your application to recruitment@amref.ac.ke and have **“Study Coordinator”** in the subject line. Your application should include a cover letter detailing why you are the best fit for this position and your CV with relevant skills and experience. Submit your resume, cover letter, and references by **August 26th, 2024**. Visit www.amref.ac.ke to apply. Applications will be reviewed regularly, so early submission is encouraged. Only shortlisted candidates will be contacted.

Amref International University is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Amref International University is an equal opportunity employer and has a non-smoking environment policy