

Job Title: Project Officer

Location: Based at the Oxford University Clinical Research Unit (OUCRU-NP) hosted by Patan Hospital and the Patan Academy of Health Sciences in Kathmandu, Nepal

Length of Contract: 1 year with 3 months probation period, with likely extension at the end of one year.

Level: 7

Background:

OUCRU-NP, founded in 2003, is based in Patan Hospital, Patan Academy of Health Sciences, with the main research focus being on the most common infectious disease affecting patients who present to Patan Hospital and the surrounding areas of Lalitpur, with a major focus on enteric fever (Typhoid and Paratyphoid) and other causes of febrile illness including typhus, infections of the central nervous system and Hepatitis E.

In collaboration with the Department of Pediatrics, University of Oxford and Oxford University Clinical Research Unit-Vietnam, OUCRU-NP is conducting research studies to understand the burden of Enteric Fever and to assess the impact of typhoid vaccine. OUCRU-NP, PAHS invites applications from interested and eligible candidates for the position of Project Officer.

Responsibilities:

The main responsibility of this position is to support activities related to ensuring the quality conduct of a typhoid burden related project in Lalitpur Metropolitan City.

Key duties:

- Provide support for the ongoing research activities.
- Assist in training and certification of field staff and clinical staff.
- Supervise clinical staff; liaising with clinical staff on a daily basis, offering support, guidance and assistance as required
- Visit and support fieldwork. Monitor field work.
- Support in establishing procedures for identifying problems and inconsistencies in the study activities, ensuring quality control and resolving the problems.
- Ensure adherence to protocol and GCP by the field staff through effective coordination with the Program Manager.
- Ensure data accuracy and consistency during data entry and identify problems at various points including the questionnaires, entry methods, interview, and software.
- Maintain effective communication throughout the research activities.
- Maintain liaison between study clinics and the study cohort/population ensuring all data is captured efficiently.
- Generate reports and statistics on a weekly basis and as required.
- Other additional duties as the research project evolves.

Qualifications, Skills and Experience:

- Bachelors in nursing, or PCL nursing with Bachelors degree in Public Health, or equivalent.

- At least 1 year experience working in health research projects preferably in a leadership position involving data collection from large populations.
- At least 1 year clinical experience, preferably with experience working with children
- Knowledge and experience in research/ project management.
- Experience working in a team
- Proven ability to work with a diverse environment.
- Flexible
- Excellent interpersonal, and communication skills
- Excellent writing and speaking skills in Nepali and English. Preferably also in Newari.
- Strong computer literacy.
- Data management/ data analysis skills preferred.
- Ability to work successfully independently and as a part of a team
- Excellent planning, organizational work management skills