

Job Opportunity

Date: October 14, 2017

Application deadline: October 27, 2017

Job Title: Project Coordinator, Vaccine Safety Project

Location/Workstation: Kenya

No. of Vacancies: (1)

Reports to: Director of Programs

Job Purpose:

The primary purpose of this position is to assist and collaborate with CDC Foundation and the Kenya Ministry of Health (MOH) in conducting the assessment of the best practices for vaccine safety among healthcare workers in Kenya.

Key Responsibilities / Duties / Tasks

Ensure that the project is operationalized with the following duties:

- Manage field operations, and implementation of the research protocol, including both quantitative and qualitative components
- Shepherd protocol through the Ethics Review clearance process
- Ensure project personnel are equipped with the knowledge, skills, capacity, and support required to operationalize the study protocol
- Participate in the field testing of data collection tools (questionnaires, data extraction forms, key informant guide)
- Participate in training, data collection activities and ensure quality of data collection and entry through supervision and cleaning of data
- Supervise quantitative and qualitative data collection and data entry to ensure data collectors follow the assessment protocol

- Participate in the design and modification of protocols and data collection tools with the Kenya MOH and the project team
- Participate in data analysis
- Network and collaborate with ministries of health and other partners to project activities and implementation plan
- Communicate regularly with the project team to clarify issues and provide updates
- Coordinate reporting for the project Provide frequent reports to the project team.

Academic Qualifications

CERTIFICATIONS, LICENSE, PHYSICAL REQUIREMENTS AND OTHER EXPERTISE REQUIRED

- Basic Education: MBChB, Nursing, or Public Health degree is a requirement
- Postgraduate degree at Master's or Doctoral level in public health is a pre-requisite
- Ability to live and work in Kenya is a requirement
- Post-graduate training or work experience in immunization systems and in both quantitative and qualitative research will be an added advantage.

Work Experience:

- The applicant must have excellent leadership skills, self-motivated, with a positive attitude, with strong interpersonal and communication abilities to ensure the project gets completed in a timely manner
- Technical experience in immunizations is desired and work on adverse events is an added advantage
- A track record of leading a project to completion



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- The applicant must have excellent organizational skills including delivering on program objectives and documentation
- Experience working with multiple partners including the Kenya Ministry of Health is an added advantage.

Knowledge Requirements

- **Job Knowledge:** The applicant must have strong project management skills as well as technical knowledge and work experience in public health, epidemiology, routine immunization, research design, data collection and management, and data analysis. In addition, the applicant must have leadership skills and experience working with multiple partners including working with the Kenya MOH.
- **Skills and Abilities:** Applicant is required to possess standard computer skills with experience in word processing and spreadsheets, as well as statistical analysis software (such as SAS, STATA and SPSS).

Submit your resume, application letter, and relevant documentation to:

The Administration & Human Resource Office

African Field Epidemiology Network (AFENET)

Email: sec@afenet.net

All applications should be sent online by Friday October 27, 2017 5:30pm EAT. Please include the phrase “Project Coordinator” in the title of your email.

*ONLY successful candidates shall be contacted for an interview.



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