



UNIVERSITY OF NAIROBI EXTERNAL JOB VACANCIES (PROJECT POSITIONS)

Applications are invited for the following position:

QUALITATIVE RESEARCH ASSISTANT, TIMCI GLOBAL STUDY PROJECT – AD/12/226/21 (9 POSTS)

The Position

Reporting to the Qualitative Lead in consultation with the Principal Investigator and the Study Coordinator, the Qualitative Research Assistant (QRA) will be responsible for field data collection, quality control and uploading onto the set data management platforms. While working at the assigned county and in the allocated study sites, the QRA will be expected to work closely with other County Health Care Workers, Study Lead, IT Officers, Data Manager and other field staff working in other study counties. The QRA will perform tracking of all study data and undertake data verification exercises on a daily basis to ensure accuracy and consistency of the data before submission onto the data management portals. The QRA will also address all field-related data queries when they are raised.

Responsibilities

- Ensure availability of Qualitative data collection tools at the study sites.
- Maintain copies of Qualitative data collection forms (ensuring accurate updating as needed) and support documentation for data management.
- Ensure study data is well captured and entered into project tools.
- Monitor performance and quality control plans to identify gaps and inform study team.
- Assist with compilation of timely, accurate and complete study data.
- Provide study reports relating to implementation of study protocol.
- Conduct routine Qualitative data quality assurance (RDQA) together with Study Coordinator.
- Participate in project data and performance reviews as required with the study team.
- Ensure field Qualitative data collection and management procedures have set timelines and meet established deadlines.
- Any other duties that may be assigned by the Study Coordinator and the Principal Investigator.

Required Academic Qualifications

- At least a Bachelor's degree in Social Sciences, Anthropology or related field.
- Knowledge of qualitative analysis methods using software such as Atlas and NVIVO
- ICT skills will be an added advantage.

Experience

- At least two (2) years relevant experience working in a health institution and or participation in health research.
- Strong qualitative analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy
- Adept at queries, report writing and presenting findings
- Experience in electronic data collection with a bias to ODK will be an added advantage

Required Skills, Knowledge and Abilities

- Willingness and ability to work in either Kitui, Kakamega or Uasin Gishu Counties
- Communication skills both oral and written
- Networking and collaboration skills
- Team player
- Ability to work under minimum supervision
- Attentive to details
- Training in Management of Childhood Illnesses will be an added advantage

Terms of appointment

This a position whose tenure is one (1) year part time contract renewable based on performance and by mutual consent. The salary is negotiable depending on the level of education and work experience and will be paid against the assigned and completed deliverables.

NOTES

1. Applicants should email their application letters, certified copies of certificates and curriculum vitae (CV) giving details of their qualifications, experience and three (3) referees indicating their telephone contacts and e-mail contacts.
2. Applications and related documents should be forwarded through applicants' Heads of Departments, where applicable, and be addressed to the Director, Human Resource, University of Nairobi.
3. Applicants should state their current designations, salaries and other benefits attached to those designations.
4. The application letter must bear the reference code indicated in the advertisement.
5. Late applications will not be considered.
6. Applications should be emailed to recruit-qratsp@uonbi.ac.ke as one file in PDF.

CLOSING DATE: FRIDAY DECEMBER 17, 2021

**THE UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY EMPLOYER.
ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.**