



## **UNIVERSITY OF NAIROBI**

### **EXTERNAL JOB VACANCIES (PROJECT POSITIONS)**

Applications are invited for the following position.

#### **COUNTY CLINICAL COORDINATORS, NDOVU STUDY, DEPARTMENT OF CLINICAL MEDICINE AND THERAPEUTICS – AD/7/29/25, 2 POSTS.**

##### **Background information**

The Ndovu Study is a two-year multi-site, multi-county study nested in the Department of Clinical Medicine and Therapeutics at the Faculty of Health Sciences.

##### **Purpose of the position**

The County Clinical Coordinators will be responsible for recruitment, follow-up, retention and monitoring of study participants in accordance with the ICH GCP standards, local ethical and regulatory approval requirements, the study protocol, and the standard operating procedures (SOPs) for the Ndovu Study. The holder of this position will provide oversight of site staff participating in the Study.

**Job Title:** County Clinical Coordinators

**Duty Station:** Kenyatta National Hospital and Jaramogi Oginga Odinga Teaching and Referral Hospital

**Reporting to:** Study Physician

##### **Job Description**

1. Working with the Study team to prepare sites for Study implementation.
2. Supporting sites to maintain Study site files including approvals, protocols and SOPs, registers and tools, and source documents.
3. Participating in site staff engagement, training, and performance management
4. Assist site staff in conducting Study procedures including informed consenting, recruitment, clinical service provision, adherence counselling, and documentation of source documents.
5. Ensuring appropriate eliciting, management, and reporting adverse events including serious adverse events.
6. Reviewing site performance and working with sites to address implementation challenges
7. Reviewing Study data and working with site teams to address data queries
8. Addressing the clinic and laboratory interphase including ensuring appropriate sample collection and shipment, timely results transmission, proper interpretation of results, and

working with the laboratory teams to ensure adherence to protocol-defined turn-around times

9. Ensuring participants' safety and rights are maintained
10. Ensuring safe and confidential custody of source documents and other study documents
11. Any other duties assigned by the supervisor

### **Job Specifications**

- i. Diploma in Clinical Medicine and registered to practice with the Clinical Officers Council
- ii. Minimum of 3 years' experience with direct clinical care in HIV
- iii. Experience in clinical research, participation in clinical trials will be an added advantage
- iv. MUST have a current Certificate of Good Clinical Practice
- v. MUST have a current certificate in Human Subject Protection
- vi. Excellent written and verbal communication skills
- vii. Keen attention to detail
- viii. Evidence of intermediate level IT skills
- ix. Certification in the National Advanced HIV Clinical Course is an added advantage

### **Terms of appointment**

The appointment is on contractual terms of one year, renewable based on performance and mutual agreement.

### **Notes**

1. Applicants should email their application letters, certified copies of certificates and curriculum vitae (CV) giving details of their qualification, experience and three (3) referees indicating their telephone contacts and e-mail contacts;
2. Applications and related documents should be forwarded 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 and
6. Applications should be emailed as one file in PDF: [recruit-CountyClinicalCord@uonbi.ac.ke](mailto:recruit-CountyClinicalCord@uonbi.ac.ke)

**CLOSING DATE: JULY 17, 2025**

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