

Vacancy: Physician Study Coordinator

Botswana Harvard Health Partnership seek experienced, assertive, results driven leaders with keen interest in research to join the HOPE II study.

The HOPE II Study is an individual-level, randomized trial of immediate or delayed vaccination with a single-dose of the nonvalent human papillomavirus (HPV) vaccine. The study aims to evaluate the efficacy of the HPV vaccination to prevent infection among women living with HIV.

Physician Study Coordinator

Job Purpose:

The incumbent will be expected to work with the study's Principal Investigator (PI) to plan, supervise, and oversee the day-to-day clinical activities in accordance with the study protocol and applicable research standards and to manage study finances.

Key Responsibilities:

- Coordinate the implementation of the HOPE II study protocol at all participating sites, ensuring ongoing compliance with all applicable HOPE II standard operating procedures (SOPs).
- Coordinate the implementation of the HOPE II study's operational aspects which includes general administration, data management, regulatory aspects, sites set-ups, data management and administration, nursing, safety reporting, budgets and contracts.
- Maintain study standards according to the guidelines of the Institution, the In-situational Review Boards at the University of Botswana and the Botswana Ministry of Health and Wellness, BOMRA, and other governing agencies.
- Lead the development and revision of study standard operating procedures and lead training on protocols procedures for team members.
- Deliver educational talks to prospective participants about the study, as well as perform duties such as recruiting, consenting, completion of case report forms using the HOPE II electronic database and follow-up of all study participants-s as per the study protocol.
- Provide sexual and reproductive care services to participants in the study.
- Ensure that study accrual and retention targets are achieved and contribute to contingency plans, as required.



- Assist the PI with managing the study budget to minimize overspending, authorizing invoices and reconciliations for petty cash and financial reporting.
- Act as a liaison between PIs, Co-Investigators, the laboratory, pharmacy, DMC and Botswana Ministry of Health and Wellness, to ensure that the study is conducted according to the approved protocol and that key stakeholders re-main apprised of study achievements and challenges.
- Supervise and manage the performance of study staff, including providing performance feedback, and the timely preparation and administration of mid and end of year performance appraisals.
- Facilitate capacity building for Study staff through one-on-one training and provide opportunities for staff to participate in various conferences and training applicable to the study.

Qualifications and experience:

- The incumbent must hold a Bachelor of Medicine and surgery/MBChB minimum of 3-5 years' experience in research and/or related. They must have a solid understanding of sexual and reproductive health.
- She/ he must be detail-oriented and have the ability to perform in a leadership capacity, work independently, think critically, problem solve, and have excellent written and verbal communication skills.
- The suitable candidate should have experience in creating Excel spreadsheets with basic formulas, manipulating Word documents and creating PowerPoint presentations.
- Experience in similar role is an added advantage.

Qualifying candidates should forward their detailed application to:

Human Resources Manager

recruitment@bhp.org.bw (only shortlisted candidates will be contacted)

