

## Vacancy: Study Physician/ Coordinator

We seek experienced, assertive, results driven leader with keen interest in research to join the **Botswana Sexual and Reproductive Health Initiative (BSRHI)** for the position of a **Study Physician/Coordinator**.

BSRHI is a research programme at the **Botswana Harvard Health Partnership (BHP)** and aims to address important research questions to improve sexual and reproductive health (SRH) outcomes among women and adolescent girls. We conduct research, provide clinical SRH services, and undertake teaching and training.

### Job Purpose

The incumbent will be expected to work with the study's Principal Investigators (PIs) to plan, coordinate and execute the research projects and initiatives of BSRHI as well as overseeing day-to-day study activities.

### Duties and Key Responsibilities:

- Coordinate the implementation of the unit's operational aspects which includes general administration, contract administration, budgets, data management, and regulatory administration.
- Provide clinical oversight of study activities.
- Maintain study standards according to the guidelines of the Institution, the Institutional Review Boards at Botswana Health Research Unit and other governing agencies.
- Design of research methodology and study instruments (e.g. protocols, data collection tools and standard operating procedures).
- Conduct training sessions for the research team on study protocols, clinical procedures, and participant safety to ensure accurate and consistent implementation of the study.
- Coordination and implementation of study activities on the ground including liaison with different stakeholders required for study set-up.
- Provide oversight and leadership to the study team, with support from the study PIs, to ensure that data quality management plan is adhered to and data quality is assured.
- Ensure that study accrual and retention targets are achieved and generating study related reports as needed.

**Closing Date: 21 Feb 2025**



- Act as a liaison between PIs, co-Investigators and collaborators, the laboratory, Botswana Ministry of Health (MoH), to ensure that the study is conducted according to the approved protocols.
- Supervise and manage the performance of study staff, including providing performance feedback and administration of 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.
- Provide reports of adverse events for sponsors and governing agencies in accordance with the study's protocol.
- Contribute to the writing of manuscripts for publication in peer-reviewed journals.

**Qualifications and experience:**

- The incumbent must hold:

**a Bachelor of Medicine and surgery/MBChB and a minimum of two years' experience in research.**

- They must be detail-oriented and have the ability to perform in a leadership capacity, work independently, think critically and problem solve.
- Excellent English written and verbal communication skills, with the ability to communicate complex concepts to a variety of audiences, including policymakers, practitioners, and community members.
- The suitable candidate should be well versed in creating Excel spreadsheets with basic formulas, manipulating Word documents, creating PowerPoint presentations, and have excellent computer literacy.
- Experience in similar role working in sexual and reproductive health is an added advantage.
- Experience with data analysis using appropriate software (e.g., Stata, R, SPSS) is an advantage.

Qualifying candidates should forward their detailed application to:

**Human Resources Manager**

**[recruitment@bhp.org.bw](mailto:recruitment@bhp.org.bw)**

***(only shortlisted candidates will be contacted )***

