EMPLOYMENT OPPORTUNITY FOR A HEAD OF RESEARCH COMPLIANCE AND QUALITY ASSURANCE

Established in 1988, the MRC/UVRI Uganda Research Unit on AIDS is an internationally recognized center of excellence for research on HIV infection and related diseases, contributing knowledge on the evolving epidemic, the evaluation of innovative health care options, treatment and prevention, and the development of health policy and practice in Africa and worldwide. The Unit’s head offices are located at the Uganda Virus Research Institute- Entebbe Campus, and the main research activities in Masaka, Kalungu, Kampala and Wakiso districts, including the peri-urban areas of Entebbe. The Unit is now seeking an enthusiastic individual to fill the following position;

HEAD OF RESEARCH COMPLIANCE AND QUALITY ASSURANCE (01 Position)  
Position Code: RCQ817  
Project: ENT OPERATIONS  
Reports to: Unit Director  
Duty station: Entebbe  
Start Date: As soon as possible  
Contract end date: 31st March 2019 - renewable

Job Purpose: To head an independent research compliance and quality assurance office that supports all clinical and laboratory studies in the Unit, ensuring correct and timely conduct of the studies according to approved protocols and ensuring regulatory, GCP / GCLP and ISO 15189 compliance.

Roles and responsibilities

The post holder will be responsible and line manage the clinical research coordinator, the Laboratory Quality Assurance manager and the study coordinators. The person will ensure accomplishing the following:

1. Understanding the objectives and design of studies carried out in the unit and advises on unit QA/QC processes.
2. Conduct protocol related trainings as required.
3. Writes and reviews standard operating procedures (SOPs and MOPs)
4. Providing input into study design if required.
5. Support planning and implementation of Unit studies
6. Maintain records on progress of studies within the Unit and assess impact of interventions.
7. Participate in internal and external audit activities
8. Ensure laboratory quality management system is functional
9. Identify challenges in study implementation, suggesting corrective action where appropriate
10. Coordinate appropriate and timely regulatory approvals of Unit studies
11. Oversee maintenance of required regulatory documentation
12. Ensure GCP/GCLP compliance of Unit studies and GCP & HSP certification of study staff.
13. Support and document external and internal monitoring activities of ongoing studies
14. Supervise follow up actions from monitoring activities
15. Participate in site visits when required.
16. Work closely with the Research Support Office, safety officer and laboratory managers in compliance requirements

**Person Specifications:**

**Education / Qualifications / Training required:**

*Essential:* At least a bachelor’s Degree in bio-medical, MBChB, or related scientific research field, Training in GCP / GCLP and in Human Subjects Protection.

*Desirable:* MPH, MSc Clinical Trials or laboratory sciences

**Previous work experience required:**

*Essential:* Minimum 2 years post qualification research experience preferably in a leadership role in a GCP compliant study or GCLP accredited laboratory

*Desirable:* Experience in development of study protocols, Standard Operating Procedures, Study Operation and / or Pharmacy or Laboratory operation manuals

**Technical knowledge or skills:**

*Essential:* Knowledge of research design and research methodology

*Desirable:* Knowledge of international and local requirements for research involving human subjects. Ability to understand individual tasks and role within the larger context of overall research program

**APPLICATION PROCEDURE:**

Application letters, curriculum vitae including names, email addresses and telephone contact details of three (3) referees, plus copies of academic qualifications should be emailed to recruitment@mrcuganda.org not later than Friday 25th August 2017

Please quote the position code (RCQ817) in the subject line of the email

Only short listed candidates will be contacted for interviews

**MRC/UVRI IS AN EQUAL OPPORTUNITIES EMPLOYER**