

Job Title:	Evaluation Research Assistant (30 position)
Reports To (Title):	Evaluation Study Coordinator
Incumbent:	TBC
Location:	Rwanda
Date:	March 2021

## **POSITION SUMMARY**

ICAP at Columbia University, through funding by the U.S President’s Emergency Plan for AIDS Relief (PEPFAR), is supporting the scale-up of HIV recent infection surveillance using a new HIV-1 rapid test for recent infection (RTRI) in Rwanda. Expanded usage of the new test in routine HIV testing services offers opportunity to target prevention efforts, improve care and treatment of people living with HIV, and accelerate epidemic control. ICAP, a global health leader situated within the Columbia University Mailman School of Public Health in New York City, seeks highly qualified candidates to serve as an Evaluation Research Assistant in Rwanda. The successful candidate will start by May 2021.

Reporting to the Evaluation Study Coordinator, the Evaluation Research Assistant will serve as one of a larger team of Research Assistants implementing day-to-day activities to support the headquarters-led evaluation study to: 1) assess the impact of HIV-1 recency testing on HIV positive yield of index testing and 2) the risk (including intimate partner violence and health-related quality of life) associated with recency testing and returning testing results. The Research Assistant will be assigned to either one facility or several facilities within their catchment area, possibly requiring travel between study sites. The Research Assistant can expect to interview study participants to collect survey data and retrieve existing data from electronic and paper records. The Research Assistant will also liaise regularly with Evaluation Study Coordinator and other members of the study team.

The position is contingent upon availability of grant funding.

## **MAJOR ACCOUNTABILITIES**

- Assess eligibility of participants for inclusion in the study and carry out proper consent procedures for study participation.
- Conduct and administer surveys as part of interviews with study participants, including people living with HIV (PLHIV), either face-to-face or by telephone.
- Conduct and administer surveys to healthcare workers participating in the study.
- Completes data collection forms by recording information collected during interviews or by retrieving and entering (abstracting) data from existing data sources at specified time intervals into an electronic data collection device (laptop or tablet).
- Ensure that follow-up data collection is carried out with the appropriate study participants at specified time intervals.
- Participate in evaluation study training and routinely share experiences and best practices to improve data collection processes.
- Support evaluation protocol activities at site-level and ensure that data are recorded, uploaded, and shared on time
- Liaise regularly with study sites and facility staff to ensure that study procedures and protocol are being followed

- Review and edit data to ensure completeness and accuracy of information
- Ensure any gaps in the data collection and evaluation activities are identified, through routine review of data, resolve problems and clarify data collected
- Facilitate and enhance continuous quality improvement (CQI) program to ensure and maintain high quality of recent testing data and processes within the Evaluation study
- Participate in periodic data review meetings
- Performs other duties as assigned by the supervisor.

## **EDUCATION**

- A minimum of Bachelor's Degree in Nursing, Clinical Medicine, Public Health, Sociology, Social Work, or Anthropology. Other degrees will be considered as long as other required qualifications are met. Additional trainings and experience in HIV testing services is an added advantage.

## **EXPERIENCE, SKILLS & MINIMUM REQUIRED QUALIFICATIONS**

- Minimum two (2) years of related experience in HIV testing services, monitoring & evaluation, data collection, mentorship and counselling, or enrollment to care and treatment
- Commitment to and experience with empathetically discussing sensitive and personal topics with patients and ensuring high levels of participant privacy
- Experience working with data collected as part of routine health service delivery and/or in HIV/AIDS program
- Familiarity with the HIV National program and current guidelines especially in HIV counseling, testing, and partner notification services
- Familiarity with Rwanda Health system and referral systems
- Familiarity with national tools and reporting systems
- Experience collecting data using electronic data collection forms
- Quality improvement experience would be an added advantage
- Proficiency with Microsoft Office Suite (e.g., Excel, Word, Outlook, PowerPoint).
- Excellent skills in critical thinking and analysis
- Excellent organizational and oral/written communication skills
- Ability to work independently and manage various tasks under tight deadlines
- Fluency in Kinyarwanda and/ or English, both spoken and written

## **EXPERIENCE, SKILLS & PREFERRED QUALIFICATIONS**

- Minimum two (2) years of related experience in HIV testing services, monitoring & evaluation, data collection, mentorship and counselling, or enrollment to care and treatment

## **TRAVEL REQUIREMENTS**

- Regular Local Travel Required