OFFICE OF THE COORDINATOR

JOB ANNOUNCEMENT FOR THE POSITION OF CLINICAL RESEARCH ASSISTANT UNDER TACKLING THE HIGH PREVALENCE OF EPILEPSY IN RWANDA PROJECT

Epilepsy is one of the most common chronic neurological disorders that affects 70 million people worldwide of whom 85% live in low- and middle-income countries. The prevalence in Rwanda is amongst the highest of SSA, estimated at 4.9%, with an epilepsy treatment gap of 91.5% due to diagnostic and therapeutic limitations in rural areas. However, risk factors for epilepsy that lead to its high prevalence have never been thoroughly investigated in Rwanda. Therefore, this project will investigate the risk factors and etiologies of epilepsy in Rwanda. The goal is to tackle the high prevalence by informing health policies on preventive interventions for risk factors of epilepsy by using a community-based approach. The project is supported by VLIR UOS and titled "Tackling the high prevalence of epilepsy in Rwanda". This VLIR UOS TEAM project represents a collaborative effort between Ghent University, Belgium and the University of Rwanda aimed at enhancing access to high-quality neurological care in Rwanda.

1. CLINICAL RESEARCH ASSISTANT (1 POSITION)

We are looking for a Clinical Research Assistant (CRA) to assist the clinical research team during cross-sectional case-control studies that aim to investigate the risk factors and etiologies of epilepsy in Rwanda nationwide and to assist with the formation of educational-economic groups that aim to transfer epilepsy knowledge to people living with epilepsy and their communities, provide social support and make people living with epilepsy economically self-sufficient.

MAIN DUTIES

Ensuring the most effective and efficient conduct of clinical research studies by administering structured questionnaires and providing administration and project tracking support. Guiding and ensuring the successful formation of educational-economic groups locally led by community health workers and local social workers in each study site. The project duration and **assignment are expected to be 6 months.**

KEY WORKING RELATIONSHIPS:

- People living with epilepsy in rural and urban villages nationwide.
- Healthy volunteers in rural and urban villages nationwide
- Community health workers in rural and urban villages nationwide
- Local social workers in rural and urban villages nationwide
- Belgium-based principal study investigator
- Country Research Project Lead
- Other research assistants from the clinical research team

KEY AREAS OF RESPONSIBILITY

1. Organizational/Management

1.	Set up, organize, and maintain clinical study documentation (e.g., Investigator Site Files, informed consents, CRFs, etc.) including preparation for internal/external audits, final reconciliation, and archival.
2.	Assist in quality control audits of clinical study documentation (e.g., Study Files, CRFs, etc.).
3.	Coordinate ordering/dispatch and tracking of study materials (e.g., CRFs) as appropriate.
4.	Reporting of recruitment progress, study progress, study documentation status including production of slides as needed.
5.	Study budget management.

2. Clinical and Research

1.	Act as an ongoing resource and support to patients/volunteers and their relatives, explaining all aspects of the clinical research.
2.	Obtain informed consent; carry out randomization and allocation of patients and volunteers, ensuring patients understand possible risks and benefits, any extra commitments, and their rights before entry into any research project. Receive written informed consent as delegated to do so.
3.	Administer all questionnaires to patients and volunteers
4.	Ensure the availability of subject records and all relevant information is documented.
5.	Ensure accurate completion of Clinical Report Forms (CRFs), and adverse event reporting and data queries.
6.	Ensure data entry of all data generated from all members of the clinical trial team.
7.	Payment of remuneration fees to patients, volunteers and clinical research team members.

3. Education and training

1.	Attend trial investigator/research meetings
2.	Oversee and ensure study-related training compliance of other research staff members
3.	Provide study-specific guidance and advice to new investigators, as required.
4.	Guide local community health workers and local social workers during the formation of educational-economic patient groups ensuring attendance of all epilepsy patients and their relatives in the study area
5.	Guide local community health workers and local social workers in the transfer of epilepsy knowledge and provision of social support during gatherings of the educational-economic patient groups
6.	Guide local community health workers and local social workers in the transfer of epilepsy knowledge and provision of social support during the initiation of economic activities of the educational-economic patient groups including management of the budget

REQUIRED SKILLS AND QUALIFICATIONS:

- Bachelor's degree in Sociology, with at least 7 Years of Experience. or Master's' Degree in Sociology with at least 5 Years of Experience
- Research or healthcare-related academic or work experience is preferable.
- Good organizational skills, ability to manage multiple tasks, and meticulous attention to detail.
- Good written and verbal communication skills.
- Native in Kinyarwanda, good written and spoken English.
- Computer literacy: e.g., Microsoft Word, Excel, PowerPoint, email, and web-based data entry systems.
- and interviewer-administered, is preferable.
- Experience in the formation of educational-economic patient groups, ensuring attendance of patients, providing social support, and managing the budget of groups to initiate economic activities.

APPLICATION PROCEDURE:

Interested and qualified candidates should submit their applications online to the link: Documents required are: https://forms.gle/jJhwvdd2QvhEUuRHA

1. An application letter addressed to UR/SPIU Coordinator.
2. A detailed Curriculum Vitae
3. Copy of academic degree(s), and Certificates of any relevant professional training
4. Copy of National Identity and/or passport or equivalent identity card
5. One recommendation letter from previous employment

The deadline for submission of the application is set on 22ndt March 2024. Only shortlisted candidates will be required to sit for written test.

Done at Kigali on 15th March 2024

Immaculate BUGINGO
Coordinator
Single Project Implementation Unit (SPIU)
University of Rwanda