



Job Advert

Organization	: Rwanda Paediatric Association
Duty station	: Kigali and Ruhengeri
Project	: Smart Discharges Project
Positions	: Junior field officer
Type of contract	: Consultancy contract- 12 months
Reports to	: Research Nurse Supervisor
Interfaces with	: Patients/ Clients, Clinicians, Hospital Managers, Project Staff

OVERALL JOB PURPOSE OF THE 3 POSITIONS

The research field officer will be employed to assist with carrying out the “Smart Discharge” study. This process includes assisting the research nurse with consenting and enrolling participants, conducting surveys of the child’s caregiver, and conducting follow-up surveys after hospital discharge by phone or in-person by traveling to the participant’s home in the community. The research field officer will work closely with a site-based research team, as well as the project team, based at Teaching Hospital of Kigali (CHUK).

JOB REQUIREMENTS AND COMPETENCIES

- Minimum qualification; Bachelor’s degree in a related field: IT, Statistics
- At least 1 year experience with prior clinical research studies.
- Strong problem-solving and decision-making skills
- Excellent Communication skills with patients, clinicians, and other members of the general practice team
- Good interpersonal skills and familiarity with the healthcare system and research practices
- Upholding high level of professional conduct
- Advanced IT skills and prior experience in the use of research applications is an added value

SPECIFIC JOB RESPONSIBILITIES FOR THE RESEARCH FIELD OFFICER

1. Collection of all data on the ward during hospitalization and by phone or in-person at the child’s home after discharge
2. Ensuring safety and confidentiality of the data collected
3. Work hand in hand with the Smart Discharges research nurse team and the child’s clinical team, to ensure accurate sharing of data, consistent quality in data collection and seamless clinical and research activities.
4. Upholding high level of professional conduct
5. Assist with data entry, organization, and upkeep of databases
6. Work hand in hand with the Research Nurse Supervisor to ensure accuracy and completeness of



the data collected

7. Upholding high level of professional conduct
8. Any other duties as assigned

SYSTEMS/ TECHNOLOGY

Mobile device familiarity, Phone4OXR, PARA App, Microsoft Word & Excel, Rwandan Electronic Medical Systems, general internet use, email.

PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

Excellent emotional intelligence, high level of motivation and decision making skills, with regards both to patient care and project needs.

Method of Application:

Interested Candidates should send a Motivational letter, curriculum vitae with 3 references, and other relevant Certificates as mentioned on the essential requirements to info@rwandapaeds.rw

Please do indicate the position you are applying for in the email subject. The deadline is Monday 21st March 2022.