

## THE COMPANY

The Namibia Malaria Elimination Research Partnership (NAMEP) was established in April 2014 and strives to eliminate malaria in Namibia by 2020. NAMEP is comprised of the University of Namibia (UNAM), the Ministry of Health and Social Services, the University of California, San Francisco, the University of Texas, Southwestern, the London School of Hygiene and Tropical Medicine, and the Clinton Health Access Initiative and is primarily funded by the Novartis Foundation for Sustainable Development. NAMEP is working in the Zambezi region, in close collaboration with the Ministry of Health and Social Services (MoHSS), to improve and test innovative surveillance and response strategies and to better understand the local epidemiology of malaria in the region.

# STUDY CO-COORDINATOR

## THE POSITION

If you are passionate about working with individuals from diverse backgrounds to reach common objectives, then this opportunity is applicable to you. You will report to the Principal Investigator based in the United States as well as the Site Manager and the Research Manager based in Zambezi region. This position works closely with another Study Co-Coordinator based in Zambezi region. You will help manage a local team of data collectors who will be conducting a cross-sectional survey to measure the prevalence of risk factors for contracting malaria as well as screening individuals for symptomatic and asymptomatic malaria infections. You will work with international partners and to implement this cross-sectional study successfully.

## KEY AREAS OF FOCUS: YOU WILL

- Review and finalize work plans, timelines, data collection tools, standard operating procedures and training manuals/ material
- Manage procurement of field and laboratory supplies and vehicles
- Set up required laboratory and field spaces and develop laboratory-related databases
- Develop standard operating procedures for monitoring sample collection and analysis
- Develop quality control procedures for blood samples
- Review job applications and provide training for local staff in the laboratory and in the field
- Interview local field and laboratory staff candidates
- Lead blood sample collection, transportation, processing and storage
- Manage laboratory staff and ensure protocols are followed
- Manage quality control of collected samples
- Monitor lab sample processing and report progress to the principal investigators
- Supervise field teams weekly to ensure procedures are adhered to
- Solve logistical issues as they arise
- Ensure that work is completed on time

## THE PERSON

### Minimum requirements: You have

- A Master's Degree in Biology, Microbiology or Public Health with one year research experience or a Bachelor's Degree with three years of research experience
- Experience in supervising research projects and project team supervisory experience
- Excellent verbal and written communication skills in English. Knowledge of Silozi is a distinct advantage
- Demonstrated experience working with databases and procurement of goods
- Experience working in a laboratory
- Knowledge on malaria epidemiology, particularly in low transmission settings
- Very good computer skills including experience with Microsoft Office, Excel and Power Point.
- The ability to learn quickly and have the enthusiasm for learning new skills
- A valid driver's license
- To be willing to relocate to the Zambezi Region for 6 months

## COMPETENCY REQUIREMENTS: YOU ARE

- Able to communicate information verbally and in writing
- Apt at making well thought-out decisions or come to level-headed conclusions
- Willing to take ownership and be accountable
- A dynamic individual and embrace challenges
- Capable of leading and inspiring others to give their best in achieving a desired result while maintaining effective relationships with individuals and teams
- Able to work cooperatively with diverse personalities within and outside the project
- Inclined to think ahead and decide on specific courses of action, scheduling work and allocating resources
- Flexible and able to work an alternative schedule, including evenings, weekends and overtime as required
- A detail oriented individual with good problem solving skills

# STUDY CO-COORDINATOR ASSISTANT

## THE POSITION

Are you results driven and have a keen eye for detail while staying focused on providing feedback to team members? Then this position is for you. You will report to the two Study Co-Coordination on this project and will work with international partners to help manage a local team of data collectors who will be conducting a cross-sectional survey to measure the prevalence of risk factors for contracting malaria as well as screening individuals for symptomatic and asymptomatic malaria infections.

## KEY AREAS OF FOCUS: YOU WILL

- Assist in reviewing work plans, timelines, data collection tools, standard operating procedures and training manuals/material
- Assist with procurement of field, laboratory supplies and vehicles
- Contribute to developing standard operating procedures for monitoring project and sample collection and analysis
- Interview local field and laboratory staff candidates
- Assist in conducting training for local staff in laboratory and field procedures
- Assist in blood sample processing and storage and quality control
- Assist in monitoring enrollment progress and data quality
- Solve logistical issues as they arise
- Supervise field teams weekly to ensure procedures are adhered to

## THE PERSON

### Minimum requirements: You have

- A degree in public health, epidemiology, infectious diseases, microbiology or related field
- At least 2 years of public health and or research experience
- Experience in obtaining informed consent and conducting questionnaires with participants
- Experience in managing data collection field teams
- Experience working in a laboratory research setting, including experience processing whole blood samples for laboratory assays
- Knowledge on malaria epidemiology, particularly in low transmission settings
- Enthusiasm for learning new skills
- Experience in working with individuals from diverse cultures
- The ability to speak Silozi is an added advantage
- To be willing to relocate for 6 months
- A valid driver's license

## COMPETENCY REQUIREMENTS: YOU ARE

- Flexible and willing to work outside normal working hours, including evenings, weekends and overtime
- Apt at making well thought-out decisions or coming to level-headed conclusions
- A dynamic individual who embraces challenges
- Patient and able to work with individuals with diverse personalities
- Able to follow instructions and take up a leadership role if necessary
- A detail oriented individual with good problem solving skills

## INTERESTED?

Our client offers an attractive package commensurate with qualifications and experience. The closing date is **16 December, 2016** and suitably qualified Namibians are encouraged to apply. We request that you e-mail your CV to;

- If applying for the **Study Co-coordinator position** we request that you e-mail your CV to [admin8@potentia.com.na](mailto:admin8@potentia.com.na) for the attention of the Acting Recruitment Manager, Ms Theophilia Shilongo.
- If applying for the **Study Co-Coordinator Assistant position** we request that you e-mail your CV to [admin6@potentia.com.na](mailto:admin6@potentia.com.na) for the attention of the HR Officer, Ms Mercy Kufakwadya.

In the event that you do not receive an acknowledgement of your application within **5 working days, please contact us on 061 381 000.**

**Kindly be advised that all applications will be handled exclusively by Potentia and all selected candidates will be required to undertake an assessment test. Only electronic CV's will be accepted.**