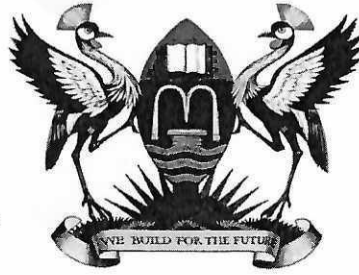


MAKERERE

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UNIVERSITY

Phone: 256 772 411273
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COLLEGE OF HEALTH SCIENCES OFFICE OF THE PRINCIPAL

JOB ADVERT

The School of Biomedical Sciences Research Ethics Committee (MakSBSREC) calls for applications from qualified persons to fill the position of REC Administrator (equivalent to Assistant Administrative Officer in the university establishment). This is a full-time job, and the successful applicant should be prepared to devote 100% of their working hours to the job.

The mandate of the MakSBSREC is to review and approve research proposals involving human participants, ensuring that the scientific integrity and ethical considerations of the proposed research studies are in tandem with the ethical regulations and basic principles of Human subjects Protection. The MakSBSREC is accredited by the Uganda National Council for Science and Technology and also registered by the USA under the Federal Wide Assurance number (00011673). The MakSBSREC also supports ethical review of PhD and Masters proposals.

Job Title: Assistant Administrative Officer (REC Administrator) – Mak SBSREC

Reports to: The Chairperson Mak SBSREC

Engagement: Full-time

Duration: 1 Year, renewable upon satisfactory performance

Duty Station: Kampala

Key Responsibilities

The Assistant Administrative Officer will work under the guidance of the Chair, Mak SBSREC to carry out the following key responsibilities.

1. Ensuring that submitted research protocols are reviewed efficiently and are consistent with regulations, this involves;
 - o Overseeing the accurate and timely processing, tracking, and filing of submissions to the MakSBS REC;
 - o Obtaining and distributing documents required for review by the Mak SBSREC Committee, maintaining files, and preparing and distributing minutes;
 - o Compliance with submission requirements as per the Mak SBSREC Standard Operating Procedures;
2. Setting up and maintaining Committee's administrative records;
3. Work with the Chair to assign protocols to reviewers;
4. Preparing and organizing REC members for meetings to review protocol;
5. Typing and filing MakSBS REC correspondences;



5. Typing and filing MakSBS REC correspondences;
6. Handling of equipment and supplies for the MakSBS REC in consultation with the Mak SBS REC Chairperson;
7. Supporting the Chairperson to communicate with Investigators and staff;
8. Handling communications – receiving, storing, retrieving, dispatching, Committee's documents and other correspondences as well as answering phone calls and providing basic information to callers and visitors;
9. Following up on continuing review of research and that it is conducted appropriately and in a timely manner;
10. Organizing quarterly monitoring site visits;
11. Organize ongoing training for MakSBS REC members;
12. Coordinate REC members attendance at Annual National Research Ethics Conferences/meetings;
13. Regularly monitor and up-to-date compliance of SBS REC with both National and International regulatory standards;
14. Perform any other duties as may be assigned by the Dean.

Qualifications, desired skills, and experience:

- A Bachelor's degree in Social Sciences and Humanities, Medicine and Surgery, Ethics and Human Rights, and any related field;
- A Master's degree in Bioethics is an added advantage;
- Up-to-date training in Human subject protection or Good Clinical Practice;
- Proficiency in English (both spoken and written);
- Prior experience to regulatory work in any research study or project;
- Excellent communication, organizational and interpersonal skills;
- Ability to work independently with minimal supervision and observation of deadlines.

How to apply

Qualified and interested candidates are invited to submit a soft copy of their application documents and a motivation letter to deansbs.chs@mak.ac.ug with the subject line "**Application for the position of Assistant Administrative Officer (REC Administrator)**" (address it to the Dean, School of Biomedical Science). The deadline for submission is 2nd July 2024 by 5:00pm Ugandan time. Please provide a reliable 24-hour phone contact. Only short-listed candidates will be contacted for interviews.

Signed:.....(PHRO)

