



## **Physician Study Coordinator**

We seek experienced, assertive, results driven leader with keen interest in research to join the **Botswana Sexual and Reproductive Health Initiative (BSRHI)** for the position of a **Physician Study Coordinator**

BSRHI is dedicated to enhancing the sexual and reproductive health (SRH) of women and adolescent girls. The multifaceted approach includes conducting research, delivering clinical SRH services, and providing comprehensive teaching and training programs.

### **Job Purpose**

The incumbent will be expected to work with the study's Principal Investigators (PIs) to plan, coordinate and execute the research projects and initiatives of BSRHI as well as overseeing day-to-day study activities.

### **Key Responsibilities:**

- Coordinate the implementation of the programme's operational aspects which includes general administration, ethical approvals, data management, regulatory administration, safety, budgets and contracts.
- Maintain study standards according to the guidelines of the Institution, the Institutional Review Boards at Botswana Health Research Unit and other governing agencies.
- Design of research methodology and study instruments (e.g. protocols, data collection tools and standard operating procedures).
- Coordination and implementation of study activities on the ground including liaison with different stakeholders required for study set-up.
- Provide oversight and leadership to the study team, with support from the study PIs, to ensure that data quality management plan is adhered to and data quality is assured.
- Ensure that study accrual and retention targets are achieved and generating study related reports as needed.
- Act as a liaison between PIs, co-Investigators and collaborators, the laboratory, Botswana Ministry of Health, to ensure that the study is conducted according to

the approved protocols and that key stakeholders remain apprised of study achievements and challenges.

- Supervise and manage the performance of study staff, including providing performance feedback and administration of end of year performance appraisals.
- Facilitate capacity building for study staff through one-on-one training and provide opportunities for staff to participate in various conferences and training applicable to the study.
- Provide reports adverse events report for sponsors and governing agencies in accordance with the study's protocol.
- Conduct data analysis and write manuscripts for publication in peer-reviewed journals.

**Qualifications and experience:**

- The incumbent must hold a Bachelor of Medicine and surgery with a minimum of three years' experience in research and/or related.
- She/ he must be detail-oriented and have the ability to perform in a leadership capacity, work independently, think critically, problem solve, and have excellent written and verbal communication skills.
- The suitable candidate should be well versed in creating Excel spreadsheets with basic formulas, manipulating Word documents, creating PowerPoint presentations, and have excellent computer literacy.
- Experience in similar role working in sexual and reproductive health is an added advantage.
- Experience with data analysis using appropriate software (e.g., Stata, R, SPSS) is an advantage.

Qualifying candidates should forward their detailed application to:

Human Resources Manager

recruitment@bhp.org.bw.

**Closing date: 23 February 2024**

Only shortlisted candidates will be contacted.