

TEMPORARY JOB VACANCY ADVERTISEMENT

CIIC-HIN in collaboration with the Ministry of Health/RBC seeks dedicated part-time enumerators for the ACTIVATE Rwanda project. This role involves data collection to conduct a situational analysis of the clinical trials landscape in Rwanda and develop a capacity-building roadmap. Enumerators will collect qualitative data from clinical trial sites, healthcare providers, and regulatory bodies through surveys and interviews.

Job Description

Responsibilities

1. **Training:** attend a training and debriefing session on the use of data collection tools and participate in the pilot study.
2. **Data Collection:** Implement data collection plans, conduct surveys and interviews, and review relevant documents.
3. **Transcription:** Accurately transcribe oral recordings and notes.
4. **Data Management:** Organize and clean data using the relevant analysis software, maintaining confidentiality.
5. **Quality Assurance:** Verify data accuracy and reliability.
6. **Reporting:** Provide regular updates, summarize findings, and prepare detailed reports.
7. **Ethics and Confidentiality:** Adhere to ethical guidelines and maintain data confidentiality.

Requirements

- Bachelor's degree in a health-related field; Master's preferred.
- Experience in clinical research and data collection.
- Excellent communication, interpersonal skills, cultural competence, and attention to detail.
- Familiarity with data entry software and Microsoft Office; ability to transcribe and translate from Kinyarwanda to English.
- Adaptability to field conditions and schedule changes.

How to Apply

Submit your resume and cover letter to administration@ciichin.org and info@ciichin.org, highlighting relevant experience and your interest in contributing to health systems strengthening.

Application Deadline: 29th May 2024



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Managing Director