

POSITION AVAILABLE

TITLE:	Site Coordinator x3
REPORTING TO:	Project Coordinator
LOCATION:	Kingston, Ocho Rios, Montego Bay
ASSIGNMENT LENGTH:	Full-time, 8 months (extension possible)

JOB DESCRIPTION:

The Caribbean Vulnerable Communities Coalition (CVC), on behalf of the Ministry of Health, the National Family Planning Board, and the University of California, San Francisco, will undertake an integrated bio-behavioral survey (IBBS) among most-at-risk-populations in Jamaica to provide important information about the risk of HIV and inform prevention, care, and treatment programs for these groups. The successful candidate will work under the direction of the HIV Epidemiology Advisor and will be responsible for the day-to-day management and all survey site activities, including participant recruitment, screening, and enrolment, data collection (interviews and biological specimens), provision of rapid HIV testing and pre-/post-test counselling, referrals for follow-up care and treatment, and management of survey data and records. The Site Coordinator will also be responsible for direct supervision of staff including, the Receptionist, Coupon Officer, Survey Interviewers, HIV counsellors, and Community Liaison Officers. Sensitivity to issues related to HIV/AIDS and ability to work with stigmatized populations is required.

RESPONSIBILITIES:

1. Have a thorough understanding of the survey protocol and operations manual
2. Supervise staff and day-to-day activities at the survey site as outlined in the operations manual
3. Work closely with staff to implement and monitor participant recruitment and coupon tracking system
4. Supervise the informed consent process and ensure strict compliance with research ethics guidelines and study protocol
5. Oversee the quality of biological specimens collection, storage and shipping according to standard guidelines
6. Ensure daily recording of paper-based laboratory results forms in study laboratory results database.
7. Manage HIV test result records and referrals for care, treatment and appropriate social services
8. Oversee the quality of interview data collection.
9. Responsible for data management, data backup in the field, and secure data transfer to central office
10. Supervise survey site staff to ensure data are being collected, entered, and stored according to protocol guidelines
11. Assist with data entry, cleaning, and preparations for analysis

12. Responsible for securing all study equipment and data (e.g. site computers, PDAs/netbooks, flash drives, etc)
13. Responsible for on-site supply of materials necessary to the study process, including peer recruitment coupon, questionnaires, incentive money, study forms
14. Manage cash and incentive supplies, distribution and accounting records
15. Conduct weekly meetings with site survey staff to identify any concerns with the study procedures and troubleshoot as necessary.
16. Hold staff debriefing meetings at the end of each day of operation
17. Ensure proper reporting of adverse events, as applicable.
18. Responsible for writing field notes and for providing updates or weekly reports to the HIV Epi Advisor
19. Responsible for the overall participant flow, crowd control and safety measures at the study site
20. Coordinate communication between the study site, the HIV Epi Advisor and collaborating organizations and service providers.
21. Other duties as assigned by study investigators and HIV Epi Advisor.

QUALIFICATIONS AND REQUIREMENTS:

1. Minimum experience of 2 years (post graduation) in project management of large-scale research projects or equivalent experience
2. Undergraduate training in social sciences (anthropology, demography, geography, sociology, psychology or other) preferably, OR health professional with tertiary qualifications, preferably in nursing, clinical medicine or medical laboratory technology.
3. Previous experience in working with high-risk populations.
4. Strong organizational and management skills.
5. Communication skills and good interpersonal skills.
6. Ability to work independently with minimal supervision.
7. Ability to work nights and weekends.
8. Availability.

We are seeking an individual to fill the position described. If you know of a qualified candidate or are interested in applying for this position, please send resume and cover letter to the attention of:

CONTACT:

The successful candidate will be on a short term fixed contract and an attractive package commensurate with qualifications and experience is offered. The closing date is Nov 6 and suitably qualified candidates are encouraged to apply. Kindly forward your electronic CV to **the876study@gmail.com** before the closing date.