

### National Research Coordinator (Kigali), Contractor

Johnson & Johnson Global Public Health (J&JGPH) is an enterprise organization with integrated R&D, global access and operations/execution functions focused on driving health impact against TB, HIV, Mental Health & Soil Transmitted Helminths in resource limited settings. J&JGPH is supporting the Government of Rwanda, Ministry of Health in the implementation of a Mental Health Epidemiological Survey in Rwanda (RMHS), targeting reviewing 7000 households. This study foresees the collection of information from all regions of Rwanda to provide the Rwandan Ministry of Health (MoH) and the Parliament of Rwanda with an accurate picture of the current mental health situation in Rwanda.

The project is seeking a **National Research Coordinator** for the abovementioned research project for a 6-month contract position.

#### Role overview:

The National Research Coordinator is the principal officer of the Rwanda Mental Health Epidemiological Survey and will report to the principal investigator and the technical committee at MoH/Rwanda Biomedical Centre (RBC). Working in close collaboration with the principal investigator, the national research coordinator ensures ethical conduct of the approved study protocol, proper record keeping for the study, prompt reporting from planning through study end by acting as a liaison between the Research Supervisors, Team Leaders, study subjects /respondents, RBC and the sponsors.

Further, the research coordinator will lead the coordination of communication and meetings between relevant partners for the whole period of the RMHS process. He/she will assist RBC in establishing and identifying members for the RMHS technical working group which will oversee the planning, implementation and follow-up of the study. This includes ensuring that the technical working group meets on a regular basis and that they are always well informed about the process and progress.

The National Research Coordinator oversees the Research Supervisors, Team Leaders and the Data Manager to accurately administer the study.

The Research coordinator will work under the joint supervision of the Principal Investigators of the Rwandan Mental Health Survey. He/she will be primarily based in Kigali. The coordinator is expected to spend significant amount of time on field travel to monitor data collection/implementation.

#### Skills and required abilities:

- Holding at least a Master's Degree or higher in epidemiology, public health or social sciences or other related area with knowledge of mental health.
  - Specific competency in MINI INTERNATIONAL NEUROPSYCHIATRIC INTERVIEW (MINI 7.0.2) and PTSD Checklist for DSM-5 (PLC5) in English and Kinyarwanda will be desirable.
- Have significant experience in undertaking epidemiological/prevalence surveys (design and methodologies, staff recruitment and training, field supervision, field surveys, field data collection and verification, data analysis/write up and reporting). Some experience in quantitative research is an added advantage.
- Proven coordination and organization skills, experience supporting and coordinating within government agency structure.
- Advanced knowledge of Stata, SAS, Microsoft Office, especially Excel preferred.
- Experience in conducting field research in developing countries.
- Background in randomized control trials is a plus.
- Excellent interpersonal communication and collaboration skills with demonstrated fluency in English, French and Kinyarwanda with excellent writing and presentation skills.
- In the likelihood that data collection will be done with digital tablets:
  - Proficient in IT and able to adapt to new technologies with ease

- Familiar with the use of the tablets
- Rigorous attention to detail and good organizational skills
- Ability to work in challenging environments and under pressure
- Strong communication and interpersonal skills; ability to work independently and with a team
- Strong analytical, problem-solving and decision-making capabilities

## Tasks:

The research coordinator guarantees the respect of the survey methodology; s/he has the responsibility for:

1. Gathering available information on the context and survey planning; designing of the epidemiological survey protocol, creating of survey Standard Operating Procedures (SOPs) and data collection instruments, drafting and providing monthly progress updates reports to and ensure active engagement of all stakeholders.
2. Organise regular meetings of stakeholders as required, prepare for and deliver any required workshops
3. Oversee all the protocol approval related steps including reviews and submission for approval at each stage
4. Delegation of tasks within the research team by selecting team members, scheduling and supervising of research supervisors and team leaders
5. Support recruitment and training of the needed survey team members
6. Assist in the development of pre-survey processes including sample design as well as mapping and listing;
7. Overseeing and manage the organization of logistics for the pilot test and field work
8. Supervision of the survey: Taking necessary actions to enhance the accuracy of data collected:
  - a. Visiting teams in the field and making sure that before leaving the field, each team leader reviews and signs all forms to ensure that no pieces of data have been left out; making sure that the team returns to visit the absent people in the household at least twice before leaving the area.
  - b. Ensuring that households are selected properly and, that the equipment is checked and calibrated each morning during the survey, and that measurements are taken and recorded accurately.
  - c. Deciding on how to overcome the problems encountered during the survey. Each problem encountered and decision made must be promptly recorded and included in the final report, if this has caused a change in the planned methodology.
  - d. Organizing data entry into a centralized electronic data management system, such as ODK or Epi Info
  - e. Organizing an evening or morning “wrap up” session with each team to discuss any problems that have arisen during the day. This could be done via telephone or any efficient internet connected VoIP devices.
  - f. Scheduling and monitoring workplans of research supervisors and team leaders to ensure appropriate reviews and completing of tasks. Participate in analysing the data and writing the report in English
  - g. The national research coordinator will do regular progress updates to the technical committee at RBC throughout the timeline of the study.
9. Lead the analysis of the data and writing of the report including developing plans and procedures for preparing preliminary and final reports, and supporting multi-sectoral report writing and dissemination process.

## Reporting Lines:

- To the Principal Investigator and the Technical Committee at MoH/RBC

## Office location and Start Date

- Kigali, Rwanda (primary)
- Significant travel within Rwanda (significant)
- Start date – 1 July 2018

## Contract terms:

- 40 hours/week – likely to increase during field work
- 6 months (1 July 2018 - to 31 December 2018)

## Application:

- To apply, send your CV and with a cover letter to [talent@infinitepotentials.org](mailto:talent@infinitepotentials.org) as one PDF file. The subject line should be labelled exactly as **RMHS National Research Coordinator Application**.

## Deadline for application

- Thursday June 14, 2018 at 23:59pm Eastern Africa Time (EAT).