



JOB OFFER

RESEARCH ASSISTANT

Bamenda Regional Hospital Site

Application closing Date: 10th November 2023

Job starting Date: 1st December 2023

Job Reference: RA002/CRENC-IeDEA/10-2023

Location: Bamenda - Cameroon

Salary: Competitive

Terms: Full Time

Closing Date: 10th November 2023

Expected start date: 01st December 2023

Liaises With: Research officer, Site Supervisors, Director of Operations, CRENC IeDEA Central Coordination team.

About CRENC and IeDEA Study

Clinical Research Education, Networking and Consultancy (CRENC) is a Cameroon-based research foundation with a commitment to clinical research excellence through the quest for novelty and collaboration (www.crenc.org). Its mission is to improve individual and community health through evidence-based interventions. CRENC implements several research projects including the International Epidemiology Database to Evaluate AIDS ([IeDEA](#)) study, which is the targeted project for this call.

Purpose of job

The Research Assistant (RA) will work, as a team member to effectively learn and acquire skills through learning by doing, towards the achievement of the IeDEA study goals in particular and CRENC's goals in general, in an efficient way. This opportunity is in line with CRENC's mission to promote health and medical research capacity building in Cameroon.

Main Duties and Responsibilities:

The Research Assistant will be involved in a wide range of activities to ensure quality assurance and control in the entire data collection process for patients enrolled in HIV care in the study clinic. This is in accordance with CRENC's core principles and values and in rigorous compliance with the IeDEA-approved protocol. Specifically, the RA will carry out the following task on day-to-day basis:

- Patient reception
- Administration and archiving of consent and assent.
- Conduct structured patient interviews.
- Clinical data abstraction from patients' medical records.
- Data entry into the project electronic database.
- Submit a weekly report of activities to the IeDEA site Research Officer.
- Participate in scientific writing and IeDEA coordination meetings and attend national and international IeDEA meetings whenever the need arises.
- Prepare and make presentations during research training meetings.
- Assist the Research Officer in any ethics or data management related activities.

- Perform such other duties related to data quality assurance and control as required by CRENC under the supervision of the Data Manager and the Director of Research.

Competencies

- ✓ **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- ✓ **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with a final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- ✓ **Planning and organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Education

Master's degree in; Public health, Epidemiology, Biostatistics, Project Management, Ethics, Medical laboratory science or any other fields related to Public Health.

Work Experience

Previous experience in working on health research projects. Experience in HIV research projects will be of added advantage.

Languages

English and French are the working languages of CRENC. For the post advertised, fluency in oral and written English is required. Knowledge of the French language is an advantage.

Assessment

Selection and evaluation of candidates will be through a review of CVs and motivation letters, followed by a competency-based interview of shortlisted candidates.

NB: Only shortlisted candidates will be contacted.

CRENC Considerations

CRENC shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its head office and projects sites. CRENC is a non-smoking environment.

No Fee

CRENC does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees). CRENC does not concern itself with information on bank accounts.

How to Apply: *CVs should be no more than 3 pages*

Submit an updated CV (3 pages max) and a letter of motivation to the email address:

jobs@crenc.org on or before the deadline of this call.

The position you are applying for should be indicated in the subject line of the email with the job title (see the first section of this call).