

## KCMC-DUKE UNIVERSITY KILIMANJARO AIDS PROGRAM



A Collaborative Program between Duke University  
and Kilimanjaro Christian Medical Centre  
*An Institution of the Good Samaritan Foundation (GSF)*  
**PO BOX 3010, MOSHI, TANZANIA**



The Kilimanjaro Christian Medical Centre-Duke University Kilimanjaro AIDS Program, Moshi, wishes to announce one position for a Clinical Research Site Coordinator at the KCMC Campus, in Moshi, Tanzania.

### CLINICAL RESEARCH SITE COORDINATOR

**Occupation Summary: Support Site Leader of a busy, growing, HIV clinical research site, as the regulatory/site coordinator, in a collaborative project between Duke University and Kilimanjaro Christian Medical Centre.** (Moshi is a town of approximately 200,000, located at the foothills of Mt. Kilimanjaro in Northern Tanzania)

#### Qualifications

- Minimum 5 years clinical research experience, preferably within the AIDS Clinical Trials Group (ACTG) or International Maternal Pediatric Adolescent AIDS Clinical Trials (IMPAACT) network(s)
- Experienced in clinical research regulations, guidelines, and processes
- Must be able to work autonomously, cooperatively, and multi-task on numerous projects with high quality work output and time conscious
- Desire to work in a capacity-building setting
- Applicants applying for this position must be able to relocate to Moshi, Tanzania, and should be willing to commit to the project for 2 years. Previous international work/experience is desirable, but not required.

#### Education/Training

- Graduation from a health discipline program or Bachelor's degree as long as applicant has a minimum of 5 years clinical research experience. Equivalent experience will be considered.

#### Language

- Fluent English - written and spoken.

#### Responsibilities

##### Day-to-day activities:

- Prepare multiple research projects for submission and ongoing review to local and partnering institutions, local federal agencies, and US sponsor and their representatives.
- Maintain a complete, organized audit trail of essential documents and assist in further development of systems to aid in regulatory and site coordination
- Aid in the capacity building/developing of local research staff, site, and regulatory office
- Participate in the site coordination role through:
  - trainings, meetings, conference calls, research team communications
  - QA/QC, including: supervising development of research systems across the research site through accuracy checks of flow sheet development, work area processes, and compliance with protocol and/or research guidelines/regulations.
- Work cooperatively and respectfully with entire the research team
- Work in a professional and ethical manner with competence, accountability, integrity, confidentiality and respect for partnering country

The above statements describe the general nature and level of work being assigned to this position. This is not an exhaustive list of all responsibilities and duties.

#### Remuneration and Terms

- Attractive salary negotiable
- Fringe benefits

Applications must include each of the following to be considered

- Letter of application

- Current resume or curriculum vitae
- Names of three references with email address and telephone numbers who we may contact
- Scanned copies certificates, diplomas, degrees
- Applicant mailing address, contact telephone number(s), and e-mail address

The successful candidate will be an employee of Duke University Medical Center. Please email applications to:

John Crump at [crump017@mc.duke.edu](mailto:crump017@mc.duke.edu) and Suzanne Fiorillo at [suzanne.fiorillo@duke.edu](mailto:suzanne.fiorillo@duke.edu)