Research Program Manager for Cervical Cancer Studies in East Africa 
and the Center for Global Reproductive Health

We are seeking an experienced Research Program Manager to actively participate in the development and management of a new Center of Excellence in Global Reproductive Health. The ideal candidate is someone who is passionate about women’s health and excited about the opportunity to create this important new program at the Duke Global Health Institute. Working under the Center Director, the Program Manager will provide high-level administrative management and support for programmatic development of the CoE in Global Reproductive Health. In addition this person will coordinate research operations related to international cervical cancer screening and prevention projects led by Dr. Megan Huchko. Current projects include the community cervical cancer prevention projects and affiliated operational research related to cervical cancer prevention and reproductive health at the Family AIDS Care and Education Services (FACES) program in Western Kenya and at the Infectious Disease Institute in Uganda. All of the research work takes place in East Africa, so this job will involve a significant amount of time coordinating a team through emails, phone calls and several trips each year. While this is a 40-hour/wk position, phone calls with the team in Kenya or Uganda often take in early mornings or late at night.

Duke Global Health Institute and Center for Global Reproductive Health

The Duke Global Health Institute is a University-Wide Institute to coordinate, support and implement Duke’s interdisciplinary research, education and service activities related to global health. The DGHI is committed to developing and employing new models of education and research that engage international partners and find innovative solutions to global health challenges. The DGHI provides education in global health at the undergraduate, graduate and postgraduate levels, and supports 100 expert faculty working in various disciplines across the University.

The DGHI is proposing a Center for Global Reproductive Health to support collaborative, multilateral research to strengthen the evidence base around reproductive health interventions, programs and policies in East Africa, including:

- Safe Motherhood
- Cervical Cancer Prevention
- Family Planning
- Treatment and prevention of Sexually Transmitted Infections, including HIV/AIDS
- Gender Based Violence and Mental Health
- Gender Equity and Empowerment

The overall mission of the Center will be to impact the lives affected and lost due to preventable causes related to pregnancy, cervical cancer, HIV and gender-based violence.

These six focus areas fit into existing strategic research priorities of the Duke Global Health Institute (DGHI). The projects listed below in global cancer, global mental health maternal and child health, and health systems strengthening highlight the breadth of faculty expertise at the DGHI. The Center of Excellence would bring together Duke’s existing research,
clinical and educational programs in these focus areas to advance the scholarship, increase research and training collaborations and develop new partnerships in the field of women’s global health.

In the upcoming year, we will convene a core group of DGHI faculty with interest and expertise in women’s health to work with external funders and experts to develop a strategic plan for the Center of Excellence, with a focus on strengthening the existing work in East Africa. During the first two to three years of the Center, we will continue to build expertise and leadership in focus areas through support of existing and new research, programmatic and policy work, working to obtain external funding to expand the opportunities. Eventually the center would recruit fellows and faculty to broaden and deepen the scope of work.

The Center of Excellence on Global Health and Gender will support scholarship domestically and abroad. Specific activities will include developing a Global Sexual and Reproductive Health course for undergraduates in the Global Health major, working to increase the opportunities for capstone projects in women’s health and mentoring Global Health fellows in projects in the focus areas listed above. As important, we will work with local partners in DGHI target regions to continue clinical and programmatic capacity building, and research training and mentorship. Through this Center, the DGHI will develop and support leaders on issues impacting women’s sexual and reproductive health globally.

**Cervical Cancer Prevention Studies in East Africa**

**HPV CCSP Project (Kenya; R01: 30%)**

Dr. Huchko’s team is carrying out a two-phase cluster-randomized trial of implementation strategies for a Ministry of Health and World Health Organization-recommended cervical cancer prevention protocol in western Kenya. During Phase 1, communities were randomized to HPV-testing in either community-health campaigns or in clinics, with standard referral for treatment of HPV+ women to government facilities. We will use the RE-AIM framework, a framework used to evaluate implementation strategies, (Reach, Efficacy, Adoption, Implementation consistency and costs, and Maintenance) to assess the key outcomes; we are now working in partnership with the community to develop a strategy for enhanced linkage to care. In Phase 2, all communities will offer community-based testing with enhanced linkage to care. Conducting this cluster-randomized trial will enable us to assess the proportion of women in each community who get cervical cancer screening, the gain in treatment access with enhanced linkage to care, and the cost-effectiveness of the two interventions. The RE-AIM framework will allow us to measure and refine the context-specific dimensions of the project to produce a “toolkit” for scale-up within this region and implementation into similar settings. This study is funded through an NCI R01.

Working directly with Dr. Huchko for this NIH-funded five-year cluster-randomized trial, this person will also assist with coordination of the research programs including overseeing the Kenyan research team, maintaining communication with overseas investigators and staff; protocol development and modifications; revising the manual of operations; ethical review committee application and renewal management for both the Duke and KEMRI committees; study monitoring and evaluation; data management and analysis; progress report and manuscript writing; coordination of supply needs between Kenya and Durham; and budget oversight. Two to three short (two-week) trips to Kenya will be required, with possible opportunities for further travel as desired or needed. In addition to these functions, he/she will be responsible for coordination of study data collection tools for CCSP, and data quality assurance measures.
IDI-CCSP Project (Uganda; U54)

Project Description:
Similar to Dr. Huchko’s R01, this is a community-based cervical cancer prevention project based in western Uganda, which is part of a larger NIH-funded program grant to use community-based methods to prevent HIV-related malignancies. The goals of this prospective cohort study are to measure the factors associated with the successful uptake and completion of self-collected HPV testing as part of an entire cervical cancer screening cascade, and to look at prevalence of high-risk HPV and cervical dysplasia in this setting. In order to accomplish this, we will work with a local media company to create context specific outreach and educational materials, carry out community campaigns using village health workers and screen approximately 3000 women over a two year period. This work will be done in collaboration with the co-PI in Kampala, Uganda, Miriam Nakalembe, and the overall program leader, Jeff Martin, based at the University of California, San Francisco. In addition to the operational research goals, this grant will help build the capacity of Ugandan research scientists to carry out large, independent research projects. This study is funded through an NCI U54.

Job Responsibilities

Team Development and Leadership: 25%
- Directly oversee and manage the Kenya-based study team, including a study coordinator, data manager and costing lead as direct reports
- Lead weekly team calls with each of the above
- Assist with resident and student experiences in the field as necessary
- Help with additional hiring, training or HR issues (in coordination with the Kenya Medical Research Institute)

Center Growth Development: 20%
The RA will have responsibility for independently identifying, developing and overseeing research and program development processes for the Center including:
- Initiating strategic alliances
- Identifying and overseeing regulatory needs
- Interfacing with program investigators, collaborators, and funders.
- S/he will meet regularly with leadership to review metrics, discuss updates to protocols, address issues and communicate changes in the program as well as make suggestions for improving operational and financial performance.

Grant Identification and Writing: 25%
The RA will help with grant support, including:
- Identification of funding opportunities for both center funding and research funding
- Writing, editing and facilitating correspondence among grant writers
- Development of grant budgets and justifications

Coordination and Support: 20%
General administrative support for the research projects and center, including:
- Development and donor outreach
- Budget and resource management in coordination with the DGHI Administration and Kenyan team. This includes developing and managing budgets and subcontracts and working with the Kenyan team to manage study expenditures at research sites.
- Oversight of Duke and KEMRI IRB processes
- Coordinating supply purchases and transit for study sites as needed
• Coordination of leadership and scientific committees, journal clubs, meetings and events
• Development and maintenance of the program website (with a website developer)
• Coordination of and participation in calls, program meetings and retreats, including note taking and circulation

**Data Management and Analysis: 10%**
The RA will work with the PI, Biostatistician and Data Manager to:
• Ensure timely and accurate data collection and management through the development of data collection tools and strategies
• Review reports prepared by the data team
• Take the lead on abstract and manuscript production
• Assist in dissemination of results through presentations at national and international meetings and conferences.

**Required Qualifications**
• Master’s degree from an accredited institution in Business Administration, Public Administration, Public Health, Global Health Sciences, Healthcare or related area such as Nursing
• Proficiency in Microsoft Office, including Word, EXCEL, PowerPoint, and Outlook essential
• Relevant management or consulting experience in an academic, non-profit, private sector, clinic and/or health services organization
• Experience in project management and/or research administration including complex budgets and contracts
• Proven talent at facilitating strategic collaboration and team building. Ability to think clearly and strategically – to see the forest rather than the trees
• Ability to solve problems. Ability to present problems and solutions effectively to faculty and staff
• Cultural sensitivity and ability to work with individuals from a variety of different backgrounds and nationalities
• Ability to exercise good judgment to identify and handle sensitive and confidential issues and assignments with discretion
• Excellent written and verbal communications skills for grant and report writing, technical writing and editing, presentations, and other materials
• Ability to multi-task. Excellent attention to detail, follow-through, and accuracy of information; ability to display a commitment to high standards
• Willingness and enthusiasm to travel internationally

**Preferred Qualifications**
• Training or experience relevant to international health or international health policy
• International work experience

**To apply for this position:**
Please complete application on-line at [http://www.hr.duke.edu](http://www.hr.duke.edu) (requisition #401239043)