

**Vacancy Announcement****Opening Date: 24<sup>th</sup> May 2017****Closing date: 22<sup>nd</sup> June 2017****Site Coordinator**

Duke Global Health Institute (DGHI) is seeking a Kisumu based site coordinator to assist with development of an office for the new Center for Global Reproductive Health. This is a full-time position for someone who will work closely with DGHI faculty and staff in the United States, researchers and students traveling to Kisumu for field work, and researchers throughout East Africa. This position will report to a Kenya-based supervisor.

**Logistics Coordination (~35%)**

1. Work with Center staff to identify and procure office space for the Center for Global Reproductive Health Kisumu site.
2. Manage the Center's office space ensuring timely payment of rent, utilities, and procurement of supplies as needed.
3. Coordinate travel and logistics including internal flights, visa, accommodations, and local transportation for researchers and visitors from DGHI.
4. Assist visitors from DGHI and other research institutes by setting up meetings, organizing schedules, and transporting them to appointments as necessary.
5. Identify, secure, and arrange payments for safe and secure housing for Duke students, trainees, staff, and faculty.
6. Identify health care providers to respond to health issues that may arise during a visit and assist Duke travelers in obtaining timely and appropriate medical care when needed.
7. Work with Duke IT staff to assist/facilitate with telecommunication coordination.
8. Arrange teleconferences between on-site Duke personnel and students, and Duke staff and faculty in Durham.
9. Maintain an updated list of Center personnel in Kisumu and collect copies of travel documents from all Center travelers.
10. Complete other duties as assigned by Supervisor.

**Student/Trainee Support (~25%)**

1. Help Duke students and trainees orient to Kisumu including developing and disseminating site-specific orientation materials before students and trainees arrive. Host onsite fieldwork orientation to the physical and cultural environment.
2. Respond to Duke students' and trainees' day-to-day needs including housing issues, technology needs, and health and safety needs.

3. Assist Duke undergraduate students to identify appropriate partners for field projects and coordinate with these partners once the student has arrived.

### **Financial Administration (~20%)**

1. Work closely with DGHI business administrators and anyone placed by Duke business units in country as need to provide information and support for DGHI grants, including account reconciliation, maintenance of expenditure database, and promoting compliance with grant regulations.
2. Under the guidance of the Nairobi based business manager, assist in implementing Duke Global Inc.'s Finance policies and procedures to support DGHI project finance, disbursement, procurement and operational needs in Kisumu. Assist with budget development by seeking input from all stakeholders.
3. Work with Duke personnel on sub-contracts issued by Duke, including liaising with a Kenya-based finance team to prepare and submit sub-contract paperwork.
4. Prepare project invoices and vendor payments and submit to Duke finance team.

### **Research Coordination (~10%)**

1. Facilitate local IRB submissions for Center investigators and students including protocol development, review, submission, and tracking.
2. Assist the Center with hiring staff for research studies.
3. Promote individual study compliance with ethical conduct. Monitor adherence to Duke CITI training.
4. Assist Center faculty with procurement and import/export control compliance.

### **It Support (10%)**

1. Maintain inventory of all Duke computers.
2. Ensure shared documents are stored on encrypted, password protected sites such as Box.
3. Assist with obtaining appropriate encryption of computers for employees and/or students, as needed.
4. Download appropriate software for employees using encrypted USB from DGHI IT.
5. Communicate with Duke IT staff to provide information on employee IT-related problems and help troubleshoot issues
6. Report lost/damaged Duke computers or computers with confidential Duke information to Duke IT.
7. Work with on-site IT support to ensure that internet, hardware and software remain optimally functional at the Kisumu office.

### **Minimum Requirements**

- Bachelor's Degree in Commerce, Business management, Business Administration, Finance and economics or equivalent/ related field.
- Experience in project Coordination
- At least three year's relevant experience in a busy, preferably research setting.
- Excellent organizational, logistical, analytical and self- management skills
- Ability to work in a team- leading, building and motivating team members

- Proficiency in Ms Office software esp. Word, Excel, Quick books, SAGE and ERP.

**Knowledge, skills and attributes Required**

- Good knowledge of Records Management
- Experience with CDC, NIH, or other US Government funded projects.
- Strong analytical, planning and negotiation, communications and advocacy skills
- Demonstrate ability to build the capacity of individuals with a wide variety backgrounds
- and education levels, demonstrating respect and a helpful nature at all time.
- A person of known integrity.

**TO APPLY**

All applicants must address each selection criterion detailed in the minimum requirements above with specific and comprehensive information supporting each item. All applications must include the following:

- Cover letter
- Current CV with name, email addresses and telephone numbers for three referees.
- Three letters of recommendation preferably from a previous employer.

Applications must be sent by email to [k.bryantcomstock@duke.edu](mailto:k.bryantcomstock@duke.edu) with the email subject Site Coordinator - DGHI by Thursday, 22<sup>nd</sup> June 2017

Only shortlisted candidates will be contacted.