Makerere University Lung Institute
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JOB ADVERT

Makerere University Lung Institute (MLI) is a center of excellence for Lung Health in the College of Health Sciences, Makerere University. Our mission is lung health research that integrates disease prevention, clinical care and training in sub-Saharan Africa. With funding from the Government of Uganda, MLI has established an adaptive Clinical Trial of Natural Therapeutics (CONAT) Program to support the rapid evaluation of safety and efficacy of several medicinal products of natural/traditional/herbal origin in the treatment of diseases in Uganda. The Institute through the CONAT Program is currently implementing several clinical trials of natural therapeutics, and now seeks to recruit a **Trial Manager** to support the program.

Position: Trial Manager
Reports to: Program Directors & Program Manager
Engagement: Full time
Duration: 6 months
Duty Station: Kampala with travel to field sites

Job Summary
The Trial Manager will be responsible for overseeing, coordinating, and managing the day-to-day operational portfolio of clinical trials under the CONAT Program.

Roles and Responsibilities

1. Trial planning and setup. Participate in site assessments, protocol development and trial preparation activities
2. Regulatory and ethics compliance. Obtain and maintain all required approvals from ethics and regulatory bodies
3. Protocol implementation. Ensure trials are executed strictly in accordance with approved protocols, Good Clinical Practice (GCP), and standard operating procedures (SOPs)
4. Stakeholder communication. Provide regular written and verbal progress reports, updates, and deliverables to trial participants, program directors, investigators, and sponsor.
5. Data and documentation oversight. Work closely with data management and quality control teams to ensure trial documentation, case report forms (CRFs), and files are audit-ready.
6. Milestone tracking. Develop, monitor, and update detailed project timelines, master files, and operational plans across the entire portfolio of clinical trials.
7. Risk management**.** Proactively identify operational bottlenecks, recruitment shortfalls, or compliance risks, and implement immediate corrective and preventive action (CAPA) plans
8. Site coordination. Oversee the operational readiness of trial sites.
9. Supply Chain and logistics. Coordinate the procurement, inventory, safe storage, and distribution of investigational natural products, equipment and all supplies.
10. Support dissemination. Assist in compiling program reports, data summaries, abstract submissions and manuscripts for scientific publications. Work with the Communications Office to publicise program related findings and activities.
11. Supervise team performance**.** Manage and mentor trial staff while setting clear performance targets.

12. Train study staff. Conduct continuous on-the-job training and Good Clinical Practice (GCP) updates for trial personnel.
13. Drive participant recruitment. Design and track recruitment and retention strategies to meet enrollment targets.
14. Lead audit readiness**.** Host external auditors, study monitors, and regulatory teams while keeping all trial documentation audit-ready.
15. Maintain data quality. Work with data managers to resolve queries and run clinical data monitoring against source documents.
16. Report safety events. Ensure immediate reporting of all Serious Adverse Events (SAEs) to investigators, ethics and regulatory bodies.
17. Ensure financial accountability. Liaise with finance teams to process site payments, vendor invoices, and participant reimbursements timely.

Qualifications and skills

- MBChB, Postgraduate qualification in Public Health, Epidemiology, Clinical Trials, or a related field is required
- Must be registered with the Uganda Medical and Dental Practitioners' Council with a valid Annual Practicing License (APL).
- Proven experience in clinical trials research and project management within a health or academic research institution.
- Deep understanding of Good Clinical Practice (GCP), human subjects protection, and national/international clinical trial regulations.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) and clinical data collection/management tools.
- Strong leadership, organizational, problem-solving, and written/verbal communication skills.

All suitably qualified and interested candidates should submit a one-page cover letter, CV (maximum 3 pages),academic documents plus relevant certificates & two reference letters as a single PDF file using this link https://forms.gle/HsXaagiLaKMnpV1g7 by 20th November 2026, 11:59pm. Applications should be addressed to:

The Director,
CONAT Program,
Makerere University Lung Institute,
Lung Institute Building, New Mulago Hospital Complex, New Mulago Hill Road
P.O. Box 7749, Kampala (U)

Only shortlisted applicants will be contacted.

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