

Field Coordinator (FC)

Number of vacant positions: 2

The BRAC James P Grant School of Public Health (BRAC JPGSPH) at BRAC University was established in 2004 as an educational and research institution focusing on the integral areas of teaching, research, and services. The goal of the school is not only to impart knowledge but also to act as a centre of excellence in knowledge creation through research and training that connects with practice.

Centre for Non-communicable Diseases and Nutrition (CNCDN), BRAC James P Grant School of Public Health, BRAC University, in partnership with BRAC implementing a study titled “Evaluation on 360 Degree Non-communicable Disease (NCD) Care project”. The project aims to evaluate the outcomes of the NCD 360 care pilot project and establish a baseline benchmark to inform evidence-based decisions for scaling up a sustainable and impactful NCD healthcare model in Bangladesh.

To support this research project, we are looking for Field Coordinators (FCs) who will be responsible for coordinating qualitative interviews at study sites in Bangladesh. Details are stated below:

Job Responsibilities

1. Organize, coordinate and implement quantitative data collection in the field under the supervision of the Assistant Scientist/Senior Research Fellow/Research Medical Officer/Research Associate/Project Coordinator
2. Prepare work plan for data collection and field activities
3. Organize community meetings and dissemination activities
4. Communicating and collaborating with local/regional administration/government personnel to facilitate fieldwork
5. Develop and pre-test data collections tools
6. Training, and supervision of Research Assistants and data collectors
7. Collect quantitative data and ensure quality control measures such as agreement test, re-interview, matching the transcripts with records etc.
8. Overall supervision of quantitative data management process
9. Ensure documentation of bills and project activities.
10. Assist in budget preparation
11. Manage logistics & initiate bills, vouchers, and supporting documents.
12. Carry out any other duties related to the research project, as requested by the supervisor.

Requirement

- Master’s degree in any discipline from a recognized university
- Two years or more experience of coordinating quantitative and qualitative research projects
- Previous experiences in collecting quantitative data using tablet computer
- Previous experiences in collecting qualitative data
- Strong communication and writing skills in both English and Bangla
- Willingness to stay and work anywhere in both rural and urban areas

Work-station: Anywhere in Rangpur Division and Narayanganj district

Salary: 35,000 BDT per month. All actual costs incurred during field visits will be reimbursed.

How to apply:

Interested candidates are advised to submit their applications by sending their CVs to cncdn@bracu.ac.bd by **September 9, 2025**.



BRAC SCHOOL OF
JAMES P GRANT PUBLIC HEALTH



Please mention **Application for Field Coordinator, CNCDN** in the subject line of your email.

Only short-listed candidates will be invited for the interview.

All tests and interviews will be held in Dhaka.

BRAC JPGSPH regrets to inform you that it is not liable to reply to all the submitted applications.