

Vacancy Announcement

Research Coordinator

Are you a passionate and driven Research Coordinator ready to make a difference? Become a key player in our dynamic team at the BRAC James P. Grant School of Public Health (JPGSPH), BRAC University, and contribute to impactful public health advancements.

About Us: Established in 2004, JPGSPH is an esteemed educational and research institution dedicated to teaching, research, and service. We aim to not only impart knowledge but also to serve as a center of excellence in knowledge creation through cutting-edge research and practical training.

Webpage Link: <https://bracjpgsph.org/career>

We are looking to recruit a Research Coordinator for the School.

Key responsibilities:

- Coordinate and ensure smooth operations of all research activities of the Project in consultation with the Dean, PI and Co-PI
- Develop detailed implementation plans of the project activities, supervise and mentor the research team and regularly monitor the progress of the project.
- Prepare and manage project budgets in consultation with the Finance department, PI and Co-PI of the project.
- Develop research tools, supervise data collection, conduct data analysis and write reports, manuscripts and other communications materials for the projects
- Liaise with the local and international partners, stakeholders and donors to ensure smooth operation of the project components.
- Ensure timely production and delivery of quality project outputs according to project plan and needs.
- Present research findings to donors and partners and in other external meetings and conferences
- Mentor all junior team members (including interns) and monitor field team to ensure deliverables are on track
- Coordinate with Finance, HR and Admin departments for budgetary, recruitment and other project management-related issues
- Contribute to preparing concept notes, project proposals, agreements with partners and submission to IRB
- Contribute to organizational strategic planning and decision-making.

Requirements:

1. Post-graduate degrees in Public Health/ Population Science/ Development Studies/Health Systems and Management/health-related social science subjects. Major would Preferably be in public health, Applied/biostatistics, Anthropology, Sociology, Development Studies, Health systems/management, Urban development and Health Communications.
2. At least 5 years of work experience in managing large research projects, and/or programs. (At least 2-3 years in a managerial position in project)
3. Experience in working with urban slums and marginalized communities.
4. Experience in conducting research applying participatory methods.
5. Experience in writing research reports and manuscripts.
6. Experience in coordinating with government organizations (city corporation, health ministry etc.)

Salary: In the range of BDT. 1,00,000, depending on the truly deserving candidates

Contract Period: The position is available immediately and the initial contract will be up to 12 months, contract might be renewed further based on performance and funds.

Benefits: As per the policies of BRAC JPGSPH.

How to apply: All interested candidates are advised to send an application with a complete CV to: recruitment.sph@bracu.ac.bd by Wednesday, 17th July 2024. Please mention in the subject line of your email: **Job Application for the position of Research Coordinator.**

Only short-listed candidates shall be invited for the interview. All tests & interviews will be held in Dhaka. We are an equal opportunity employer and encourage applications from qualified women and minority candidates.

The Organization reserves the right to make an appointment at a grade lower than that advertised.

BRAC James P Grant School of Public Health, BRAC University

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