

Vacancy Announcement: 1 position

Position: Senior Research Assistant

The BRAC James P Grant School of Public Health (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 center of excellence in knowledge creation through research and training that connects with practice.

In 2017, BRAC JPGSPH launched the Center for Noncommunicable Diseases and Nutrition (CNCDN), with initial funding provided by the National Institute for Health Research (NIHR), UK. The CNCDN's founding partners are the NCDC, Imperial College London, BRAC, BIRDEM, the National Institute of Cardiovascular Diseases (NICVD), the Bangladesh University of Health Sciences (BUHS), and the BRAC JPGSPH. The mission of CNCDN is to prevent, treat, and control noncommunicable diseases (NCDs) and malnutrition in Bangladesh and the Global South. The Center conducts research and collaborates with the government of Bangladesh to develop guidelines for NCD prevention, treatment, and control, as well as to advocate for NCDs and malnutrition through evidence-based advocacy. The Center's research focuses on identifying evidence-based practices, optimizing intervention delivery through health system research, and conducting economic evaluations of interventions. Additionally, the Center trains healthcare providers and builds the capacity of program managers and policymakers to implement relevant policies and interventions.

The center will recruit a Senior Research Assistant for data collection, tools development, literature review, transcription, and data extraction of its multifaceted research activities. Details of the position are stated below:

Key responsibilities:

The main responsibilities are as follows:

- Assist in literature review under close supervision of immediate reporting person.
- Contribute to tool development, e.g. suggest items, format language, and other items, translate, compose, and print the tools.
- Assist in the ethical review process e.g. prepare the forms, submit the documents, and follow up with the review committee.
- Collect quantitative and qualitative data, e.g. prepare sample frame, collect quantitative/survey data, assist in scheduling data collection (in-depth interviews, FGDs, observations, participatory appraisal), and be responsible for filling out the consent forms in conformity with ethical guidelines.
- Enter data in case of quantitative research and transcribe in qualitative research.
- Assist in organizing the dissemination events, e.g. contact the participants of dissemination event.
- Adjust bills after coming from field visits and other relevant occasions.
- Provide any other additional research support to the data collectors and research assistants.
- Carry out any other duties related to the research project, as requested by the supervisor.

Educational Qualification:

- A Master's degree in public health from a recognized university will get the preferences.

Other requirements:

- Research and/or project management experience of at least 2 Years will get the priority.
- Must have scientific writing skills and a good command of writing and speaking English as well.
- At least 2 years of extensive knowledge and experience in the development of qualitative and quantitative data collection tools
- Good scientific writing skills
- Good writing and communication skills both in Bengali and English

Workstation:

Based in Dhaka with frequent field visits.

Salary:

BDT. 40,000 per month as gross with all-inclusive. Commensurate with experience and qualification.

Contract Types and Duration:

The agreement is based on a short-term contractual service arrangement but there is potential for extension based on the availability of funds and performance.

How to apply: Interested candidates are advised to send an application with a complete CV to: cncdn@bracu.ac.bd by March 17, 2024. **Please mention in the subject line of your email: Senior Research Assistant**

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