

Vacancy Announcement

Research Assistant/ Senior Research Assistant

BRAC James P Grant School of Public Health (BRAC JPGSPH) at BRAC University was established in 2004 as an international 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.

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

Purpose: James P. Grant School of Public Health is looking to hire one full-time research assistant/ senior research assistant based on the competencies, to help support multiple studies on digital health, SRHR and Climate change.

We are looking to recruit a **Research Assistant/ Senior Research Assistant** for the School.

Key responsibilities:

- Assist in the construction of tools, such as suggesting items, formatting language and other items, translating, composing, and printing them.
- Assist with the ethical review process, such as completing forms, submitting documentation, and communicating with the review committee.
- Gather quantitative and qualitative data, such as preparing a sample frame, collecting quantitative/survey data, assisting in data collection scheduling (in-depth interviews, focus groups, observations, participatory assessment), and filling out consent forms in accordance with ethical requirements.
- In quantitative research, enter data; in qualitative research, transcribe.
- Assisting in data analysis and report writing.
- Assist in organizing dissemination events, workshops, webinars.
- Provide any extra research assistance if and when required.

Requirements:

- Bachelor's/ Masters' degree in Anthropology, Economics, Statistics, or a related social science field is required.
- Previous work experience/experience managing surveys and field staff in Bangladesh is preferred.
- Excellent management and organizational skills; ability to successfully complete assigned tasks and meet deadlines required.
- Attention to detail and advanced writing and presentation skills are required.
- Excellent verbal and written communication in English and Bangla required.
- Highly motivated, strong problem-solving skills and ability to think critically.
- Ability to work in a fast-paced environment and handle multiple tasks simultaneously.
- Willing to travel all over the country at a short notice.

Salary: Negotiable

Timeline: 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 **30th April, 2023**. Please mention in the subject line of your email: **Job Application for the position of Research Assistant/ Senior Research Assistant**

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.