

Vacancy Announcement: Deputy Research Coordinator

BRAC JPGSPH was founded in 2004 in Dhaka, Bangladesh to address the unmet public health challenges particular to Asia, Africa and South America. The school ensures premier higher education with unparalleled real-life teaching and learning focuses on pressing and emerging national and global public health challenges.

The school envisions being the leading global public health institute for the world's pressing health challenges affecting disadvantaged communities. The school builds capacity and contributes to Public Health by creating innovative public health leaders and solutions through cutting-edge, experiential Education, Training, Research and Advocacy. The aim is to enable public health leaders, practitioners, critical thinkers, researchers, advocates, and stewards in order to enable concrete changes to improve the lives of disadvantaged populations locally, regionally and internationally. We are looking for a Deputy Research Coordinator for the school.

Purpose of the Job:

Deputy Research Coordinator is responsible for directing, organizing and controlling research activities, under the direction of the Dean/Project PI/ Research Director.

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

Key responsibilities:

- Contribute to preparing concept note, project proposal, MOU and submission to IRB;
- Develop project plan including monitoring, field plan, dissemination plan and budget with the team;
- Coordinate and ensure smooth operation of all research activities of the project in consultation with the members of the research team and other stakeholders;
- Ensure Coordination with Finance and HR Department for budgetary, recruitment and other related Issues;
- Develop research tools, supervise data collection, conduct data analysis and write reports, manuscripts and other communications materials for the projects;
- Produce other research outputs according to project's needs;
- Liaise and maintain communication with local and international partners and stakeholders to ensure smooth operation of projects;
- 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 all deliverables are on track;
- Act as teaching fellow in MPH course;
- Carry out any other duties related to the research project as requested by the supervisor;

Requirements:

- Post-graduate degrees in Public Health/ Population Science/ Development Studies preferably with background in public health, anthropology, development studies, sociology, population science, health systems, health communication
- At least 5 years of work experience in managing large research projects, and/or programs. (At least 2-3 year in managerial position in project)
- Experience in working with urban slums and marginalized communities.
- Experience in writing research report and manuscript.
- Experience in conducting research applying participatory methods.
- Experience in coordinating with government organizations (city corporation, health ministry etc.)

Salary: Negotiable

How to apply: All interested candidates are advised to submit the application through www.bdjobs.com or send an application with a complete CV to: recruitment.sph@bracu.ac.bd by **April 23, 2022**. Please mention in the subject line of your email: **Job Application for the position of Deputy Research Coordinator**.

Only short-listed candidates shall be invited for the interview. All tests & interview 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

6th Floor, Medona Tower, 28 Mohakhali Commercial Area, Bir Uttom A K Khandakar Road, Dhaka-1213, Bangladesh.

Phone: 880-2-48812213-18 | www.bracjpgsph.org