

Vacancy Announcement

Position: Field Coordinator

Vacant Position: 5

Duration of Job: 3 months

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.

Centre for non-communicable diseases and nutrition, BRAC James P Grant School of Public Health, BRAC University, in partnership with European Union Directorate-General Development and Cooperation EU-DEVCO and UNICEF are implementing a study titled “Process documentation on building Forcibly Displaced Myanmar Nationals (FDMN) resilience in Cox’s Bazar, Bangladesh: A mixed method cross-sectional study”. The main objective of this study is to support the project with information and knowledge management, including process documentation to provide recommendations for strengthening multi-sectoral nutrition coordination at the district level and also provide recommendations for national and subnational rolling out of Multi-Sectoral Minimum Nutrition Package (MMNP).

To implement this study, BRAC JPGSPH will recruit Field Coordinators to supervise the activities of small data collection teams comprising research assistants. Details are stated below:

Key responsibilities:

The main responsibilities are as follows:

- Facilitate and supervise community-based data collection activities in the pre-selected districts of Bangladesh;
- Visit the study clusters and conduct community sensitization meetings ahead of data collection;
- Ensure availability and readiness of the logistics for each of the research assistants;
- Monitor all project activities, including data collection and supply chain management;
- Assist in the financial management of the project, e.g., documentation of bills and vouchers.
- Facilitate transfer and settlement of the data collection teams between the study clusters/areas.

Qualification:

- Bachelor’s degree from Social Science discipline with good academic records
- Minimum 1 year of experience in supervising research activities
- Experience in using MS Office and Excel
- Good communication skills both in Bengali and English
- Willing to stay and work in rural areas

Workstation: Surveillance sites located in Cox’s Bazar, Bangladesh.

Salary: 34,000/- per month plus a lump sum for housing allowance. Actual local travel costs will be reimbursed. Commensurate with experience. Interested candidates are advised to send an application with a complete CV to: cncdn@bracu.ac.bd by **20th February 2024**. Please mention **Field Coordinator** in the subject line of your email.

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.