

## Vacancy Announcement

**Position: Field Coordinator**

**Vacant Position: 2**

**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.

BRAC James P. Grant School of Public Health (JPGSPH), BRAC University are conducting a study on “Improving Food and Nutrition security by Enhancing Women’s Empowerment” in collaboration with the University of Groningen, the Netherlands. The aim of this project is to enhance food and nutrition security via an increase in women’s empowerment.

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:

**Job 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.
- Reinterview of the respondents
- Organizing meeting at field
- Developing communication with local stakeholder and community

**Qualification:**

- Master’s degree from Social Science discipline with good academic records
- Minimum 10 years 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.
- Only male candidates are requested to apply.

**Location:** Faridpur, Bangladesh

**Salary:** BDT 30,000/- to 40,000/- per month. Commensurate with experience.

Interested candidates are advised to send an application with a complete CV to: **mmehedi.hasan@bracu.ac.bd** by May 02, 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.