



## Vacancy Announcement

The IRB Assistant - position: 1

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.

We are looking for an IRB Assistant to support the Institutional Review Board (IRB). The IRB Assistant will directly report to the IRB chairperson of the board. Details of the position are stated below:

### Position Overview:

The IRB Assistant will play a crucial role in supporting the administrative and coordination aspects of the Institutional Review Board. This role involves tasks related to meeting preparation, documentation, and ensuring compliance with regulatory requirements.

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

### Key responsibilities:

#### Administrative and Coordination Tasks:

- Conduct administrative and coordination-related work to facilitate smooth IRB operations.
- Assist in the preparation of meeting agendas, ensuring they reflect the current priorities and requirements.

#### Meeting Management:

- Attend IRB sessions and meticulously document meeting minutes.
- Distribute meeting minutes to all relevant persons in a timely manner.

#### Documentation and Compliance:

- Maintain accurate documentation of discussions and decisions during IRB sessions to ensure compliance with regulatory requirements.
- Scrutinize all IRB application submissions for completeness and compliance with IRB policies, applicable standards, regulations, and guidelines.

#### Collaboration and Communication:

- Work closely with IRB Chairpersons to ensure consistency in the application of IRB policies and decision-making processes.
- Identify deviations from established policies or procedures and promptly communicate issues to the IRB Officer.

#### Ethics Review and Monitoring:

- Collaborate with IRB Chairpersons to ensure compliance with regulations, guidelines, and policies throughout ethics review, approval, and ongoing monitoring processes.

#### Financial and Accounting Tasks:

- Conduct financial and accounting-related tasks, including preparing bills and maintaining records of transactions related to IRB activities.

#### Qualification/Requirements:

Bachelor's in social science (economics, statistics, data science, anthropology, social science) and at least 1 year of experience in the research field.

#### Other Requirements:

- Excellent communication skills in English and Bengali
- Ability to work well individually and in complex team environments.
- Salary: Negotiable. Commensurate with experience and qualification.
- Contract Period: One year (expected to start as early as possible from December 2023 with the possibility of extension)
- Benefits: As per the policies of BRAC JPGSPH.

**How to apply:** Interested candidates are requested to send their CV to [recruitment.sph@bracu.ac.bd](mailto:recruitment.sph@bracu.ac.bd) by 28 November 2023.

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

The Organization reserves the right to make an appointment at a grade lower than that advertised.