

Vacancy Announcement

Research 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 a **Research Assistant initially** for 3 months starting from July 15th, 2023, to work on our ongoing projects on various aspects of the education system of Bangladesh, focusing on adolescent dropout girls, female empowerment, etc. The **Research Assistant** will report directly to the PI and Co-PIs of the projects.

Key responsibilities:

- Assist in the construction of tools, formatting language and other items, translating, composing, and printing them.
- Responsibly assign and ensure the completion of transcription assignments within a set time frame.
- Clean and manage the qualitative data, including checking transcription and data coding. .
- Familiarise oneself with the existing data, develop data matrix and work in a team on analysis and reporting
- Assist in the organisation of dissemination activities, such as contacting dissemination event attendees.
- Provide any extra research assistance required.

Requirements:

- Education: Bachelor's/ Masters' degree in Anthropology, Sociology, Social work, or Development Studies
- A minimum of 1 year of work experience is preferred. Experience in qualitative research, literature review, data matrix development, analysis and report writing is strongly preferred.
- Excellent management and organisational skills; ability to successfully complete assigned tasks and meet deadlines as required.
- Communication Skills: attention to detail and advanced writing and presentation skills are required.
- Analytical ability, excellent verbal and written communication in English and Bangla required.

Salary: Negotiable

How to apply: Interested candidates are requested to **mention the position** and send in their CVs to recruitment.sph@bracu.ac.bd by July 10th, 2023.

Only shortlisted candidates shall be invited for a written exam and interview.
The Organization reserves the right to make an appointment at a grade lower than that advertised.