

Vacancy Announcement

Research Assistant/ Senior Research Assistant

BRAC James P Grant School of Public Health (BRAC JPGSPH) at BRAC University was established in 2004 as an international 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 centre of excellence in knowledge creation through research and training that connects with practice.

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

Purpose: James P. Grant School of Public Health is looking to hire one full-time research assistant/ senior research assistant based on the competencies, to help support an ongoing study of the Creating Resources for Empowerment and Action (CREA) project.

We are looking to recruit a **Research Assistant/ Senior Research Assistant** for the School.

Key responsibilities:

- Assist in the construction of tools, such as suggesting items, formatting language and other items, translating, composing, and printing them.
- Assist with the ethical review process, such as completing forms, submitting documentation, and communicating with the review committee.
- Gather quantitative and qualitative data, such as preparing a sample frame, collecting quantitative/survey data, assisting in data collection scheduling (in-depth interviews, focus groups, observations, participatory assessment), and filling out consent forms in accordance with ethical requirements.
- In quantitative research, enter data; in qualitative research, transcribe.
- Assist in the organization of dissemination activities, such as contacting dissemination event attendees.
- Adjust bills after returning from field trips and other important events.
- Provide any extra research assistance.
- Report Attention PIs and RC about the data collection progress;
- Provide advice to the PIs and RC on how to resolve challenges in the field.

Requirements:

- Education: Bachelor's/ Masters' degree in Anthropology, Sociology, social work, or Development Studies
- A minimum of 1-year of work experience is required. Experience managing surveys and field staff in Bangladesh is strongly preferred.
- Excellent management and organizational skills; ability to successfully complete assigned tasks and meet deadlines required.
- Communication Skills: Attention to detail and advanced writing and presentation skills are required.
- Excellent verbal and written communication in English and Bangla required.

Salary: Negotiable

Timeline: The position is available immediately and the initial contract will be up to 12 months, contract might be renewed further based on performance and funds.

Benefits: As per the policies of BRAC JPGSPH.

How to apply: All interested candidates are advised to send an application with a complete CV to: recruitment.sph@bracu.ac.bd by **July 02, 2022**. Please mention in the subject line of your email: **Job Application for the position of Research Assistant/ Senior Research Assistant**

Only short-listed 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 that advertised.