

## **Vacancy Announcement**

### **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 senior research assistant, to help support an ongoing study of the Kishoree Kontha (KK) project.

We are looking to recruit a **Senior Research Assistant**.

#### **Key responsibilities:**

- Assist in the construction of tools, such as suggesting items, formatting language and other items, translating, composing, and printing them.
- Develop field work schedules and protocols for phone and in-person surveys in consultation with the research team.
- Supervise the data collection process; train and manage the enumerators.
- Develop quality control protocols with support from the research team.
- Adjust bills after returning from field trips.
- Provide any extra research assistance.
- Report to the 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 degree in economics, public policy, business or other quantitative social science disciplines.
- 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:** Minimum 35,000 BDT per month. Based on experience.

**Timeline:** The position is available immediately and up to 12 months, based on performance.

**How to apply:** All interested candidates are advised to send an application with a complete CV in English to Nina Buchmann ([ncbuchmann@gmail.com](mailto:ncbuchmann@gmail.com)) and Raffaella Dimastrochicco ([raffaella.dimastrochicco@bracu.ac.bd](mailto:raffaella.dimastrochicco@bracu.ac.bd)) by **15th September 2022**. Please mention in the subject line of your email: **Job Application for the position of Senior Research Assistant - KK**.

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

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.