

Vacancy Announcement

Assistant Research Coordinator

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 **Assistant Research Coordinator** starting from August 15th, 2023, to work on an ongoing project, “Countering Backlash, Reclaiming Gender Justice”, funded by SIDA and led by the Institute of Development Studies (IDS), Sussex University, with partners across 5 countries.

The Assistant Research Coordinator will report directly to the Principal Investigator of the project at BRAC JPGSPH. Details of the position are stated below:

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

Key Responsibilities:

- Coordinate and ensure smooth operations of all research activities of the Project in consultation with the Dean, PI and Co-PI
- Act as the primary administrative point of contact for internal research staff and as the focal point for liaison with project partners and IDS staff
- Prepare and manage project budgets and reporting, coordinate recruitment in consultation with the Finance department, PI and Co-PI of the project.
- Assist team in designing and conducting qualitative research and data collection.
- Ensure the smooth and efficient day-to-day operation of research and data collection activities.
- Ensure timely production and delivery of quality project outputs according to project plan and needs.
- Contribute to the development and writing of manuscripts.
- Able to coordinate, manage and implement workshops and dissemination events with various stakeholder groups.

Requirements:

- Education: master’s degree in Anthropology, Sociology, Development Studies, Gender Studies, Economics, or any other relevant field
- Experience in working on gender justice projects or in gender activism spaces will be beneficial.
- A minimum of 2 years of work experience is preferred. Experience in conducting and managing qualitative research projects, qualitative research data collection and analysis and report writing for donors is strongly preferred.
- The ability to develop and write high-quality manuscripts is preferred.
- Excellent project management and organisational skills; ability to successfully complete assigned tasks and meet deadlines as required.
- Able to display attention to detail; advanced writing and presentation skills are required.
- Good interpersonal skills – able to manage a team and keep track of deadlines and deliverables, along with liaison with internal and external stakeholders.
- Analytical ability, excellent verbal and written communication in English and Bangla required.
- Willingness and ability to travel and work in field sites.

How to apply: Interested candidates are requested to mention the name of the position and send their CV to recruitment.sph@bracu.ac.bd by 5 August 2023

Only shortlisted candidates shall be invited for the interview.

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