



## Job Description

<b>Job Title:</b>	Research Coordinator
<b>Job Location:</b>	Liberia Country Office
<b>Reports to:</b>	Rogers Nditanchou
<b>Responsible for:</b>	N/A
<b>Job Holder:</b>	New post
<b>Department:</b>	Policies and Programme Strategies Department (PS2)

### Job Purpose:

To provide technical, administrative and logistical support to studies including entomological and epidemiological surveys and other NTD research.

The post holder will work collaboratively with the Sightsavers country office, Ministry of Health in Liberia, the Sightsavers Research team and other external academic institutions in country and internationally to ensure research is implemented smoothly and to international research quality standards. This is an ideal post for a junior researcher in the NTD or entomology field looking to gain experience implementing large pieces of research which will impact on NTD control and eliminations strategies both nationally and globally.

### Principal Accountabilities:

1. Developing field guides, data collection and supervision tools based on existing drafts and protocols
2. Recruitment and day to day management of data collectors and the associated logistics
3. Contribute to supervision, data collection, data analysis, and reporting.
4. Participate in dissemination of research findings through reports, peer-reviewed publications, targeted blogs and presentations.
5. Liaise with PIs, Sightsavers in-country staff, and project implementation partners and contribute to different aspects of collaborative research project management.
6. Support procurement and supply management for data collection periods

The principle accountabilities are not meant to be an exhaustive list of tasks. The need for flexibility is required and the job holder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably instructed.

### Jobholder Entry Requirements - *the essential knowledge, skills and behaviours required*

#### Knowledge (Education & Related Experience):

- Master's degree (or equivalent practical training) in epidemiology, public health, entomology or related field
- Understanding of the key principles and governance of research
- Demonstrable experience of conducting and managing health research in endemic countries particularly in urban cities

- Experience of working in partnership with academic institutions
- Understanding of research governance and ethical principles particularly in relation to research with children and vulnerable people
- Knowledge of quantitative and qualitative research methods
- Knowledge of NTDs and particularly Lymphatic Filariasis
- Excellent communication skills.
- Excellent organisational skills

**Skills (Special Training or Competence):**

- Demonstrated knowledge of epidemiology and medical entomology skills (primarily mosquito identification)
- Ability to work juggling multiple priorities
- Good data management skills using software packages, eg. R, STATA, XL
- Experience with ODK based electronic data collection platforms
- Fluent English language including writing skills to the standard of scientific papers

**Core Behaviours:**

- Communicating & Influencing
- Team Working
- Planning & Organising
- Change & Improvement
- Delivery and Implementation

**Key Relationships:****Internal**

- Research team
- Liberia Country office

**External**

- In-country and international academic and research institutions;
- In-country implementation partners such as: Ministry of Health; National Laboratory
- External PIs

Date as of: January 2019