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| **Position:** Research Coordinator **(Contractual) 01 Position based in Dhaka** | |
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| **Organizational Information** | |
| Reports to:  Direct Reports:  Unit:  Location:  Eligible for overtime: | Senior Advisor, Research and Evaluation  0  1-2  3-5  6-10  11+  Research, Monitoring and Evaluation  Bangladesh - Country Office  No |

# **Job Summary**

The Research Coordinator is responsible for providing technical support for Ipas Bangladesh’s research, monitoring and evaluation efforts. Coordinates and administers research activities in humanitarian settings in Bangladesh. Assists in study planning, and ensures that pre-established work scope, study protocol, and regulatory requirements are followed. Recruits and coordinates research subjects, as appropriate. Oversees and coordinates the provision of administrative and staff services; develops and maintains recordkeeping systems and procedures.

**Key Responsibilities**

**A. Technical Assistance**

* Provide technical support during implementation of Research activities, including data collection, data management and documentation, and results reporting.
* Assist in study design, ethical approval, implementation, data analysis, reporting, and administrative support for operations/intervention research to test program models
* Develop app-based data collection tool in CommCare/ODK.

**B. Research Implementation Support**

* Ensure quality control and consistency with Ipas global standards for RM&E
* Contribute to document preparation for donors and other stakeholders, including data and narrative inputs.
* Train staff in RM&E data collection and processing
* Frequently travel to study sites in humanitarian settings to monitor field activities and ensure data quality.

**C. Coordination Activities**

* Maintain regular and ongoing communication with technical and program unit staff in Ipas headquarters office and partner NGOs.
* Actively monitors the progress of research activities, including supervision of field teams and coordination with partners.

**D. Reporting and Documentation**

* Develops and maintains records of research activities, and prepares periodic and ad hoc reports, as required by investigators, administrators, funding agencies, and/or regulatory bodies.
* Organize technical advisory group meetings and workshop for dissemination of RM&E findings, both internally and externally, report preparation
* Carry out other duties as requested.

# **Qualifications and Experience**

* Masters in statistics/ applied statistics/ public health/antropology or in related field.
* 5+ years of experience conducting research and evaluation in sexual reproductive health and gender equity programs.
* Strong management skills, including experience in research administration, supervision of field staff, coordination of field work, and communication among global and national staff and partners.
* Strong quantitative research experience including demonstrated ability in the data collection, management, analysis and presentation of both quantitative and qualitative data.
* Strong quantitative data analysis skill in statistical computer packages (Stata, SPSS) and qualitative data analysis (Dedoose, NVivo) are desired.
* Experience in developing and designing research protocols, tools and questionnaires.
* Demonstrated ability in word processing, spreadsheet (Excel), database development using app (Commcare, ODK collect), PowerPoint presentation and qualitative packages.
* Strong written and spoken communications skills in English and Bangla.
* Ability to frequently travel to study sites for supervision, monitoring, follow up/survey.
* Ability to work as an effective team player.
* Strong interpersonal skills
* Prior research experience in humanitarian settings will be considered an advantage.

# **Duration of contract: Duration of contract will be till February 2025.**

# **Employment Status: Contractual**

# **Salary & Benefit**

Ipas Bangladesh will offer a monthly consolidated salary of BDT 115,000, no other benefits.

Ipas Bangladesh will seek information from job applicants’ previous employers about incidents of sexual exploitation, sexual abuse and/or sexual harassment, and/or child abuse where the applicant was accused and/or found guilty. By submitting the application, the job applicant confirms that s/he has no previous record of sexual misconduct, abuse and/or sexual harassment, and/or child abuse and also, s/he have no objection to Ipas Bangladesh requesting information specified above to his/her previous employer.

Ipas is strongly committed to providing a work environment that is free from all forms of harassment, discrimination, and inequity. We recruit, employ, train, promote, and compensate our personnel without regard to race, age, sex, religion, national origin, color, creed, ancestry, citizenship, marital status, veteran status, military service, disability, genetic information, gender identity, gender expression, transgender status, sexual orientation, or any other personal characteristic protected by law or outlined by Ipas policy.

# **How to Apply**

Interested and qualified candidates should send their CV/Resume including at least two professional references, as well as a ‘Cover Letter’ stating the suitability for the position to **[Ipas bd jobs](https://ipas.wd5.myworkdayjobs.com/en-US/Ipas/details/Research-Coordinator_R974?locations=eb47465604b101db6e3bde1eb800dc08)** by **June 22, 2024**. Only short-listed candidates will be called for the interview. Any form of persuasion in the selection process will automatically disqualify the candidacy.