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| **Position: Research Associate-III** **(01 Position based in Cox’s Bazar) (Contractual Position)** |
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| **Organizational Information** |
| Reports to: Direct Reports:Unit:Location:Eligible for overtime: | Study Coordinator, Research and Evaluation0 [x]  1-2 [ ]  3-5 [ ]  6-10 [ ]  11+ [ ]  Research, Monitoring and Evaluation Project area/ Cox’s BazarNo |

# Ipas Bangladesh has been working since October 2017 in Cox’s Bazar to support the sexual, reproductive health (SRH) services particularly family planning (FP), menstrual regulation (MR) and post abortion care (PAC) services for Rohingya Forcibly Displaced Myanmar Nationals (FDMN). Since March 2022, Ipas started working in Bhasanchar for migrated FDMN community.

In 2023, Ipas Bangladesh plans to conduct research studies to explore acceptability, misconceptions and myths, social barriers, current knowledge, attitude, practices, and ability to access FP, MR and PAC services among FDMN community and to identify approaches for attaining sustainability of sexual reproductive health services particularly FP, MR and PAC services in the humanitarian context.

# **Job Summary**

The Research Associate is responsible for implementation of qualitative research components of study/studies particularly in humanitarian settings in Cox’s Bazar and Bhashanchar. S/he will assist the Principle Investigator in research planning and implementation including data collection team formation, capacity building of the data collection team; qualitative data collection following research protocol, data management. 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 and managerial support for implementation of research activities in the camp, including data collection, data management and documentation, and results reporting.
* Assist in study design, ethical approval, tool development, implementation, data analysis, reporting, and administrative support for operations/intervention research to test program models.

**B. Research Implementation Support**

* Plans, implements, and maintains data collection and analysis systems in support of research protocol.
* Transcribe, translate and analyze qualitative data.
* Recruits, instructs, and coordinates research subjects and/or volunteers, as appropriate to specific study objectives and work scope.
* Ensures the smooth and efficient day-to-day operation of research and data collection activities; provides guidance on data collection and data entry; acts as the primary administrative point of contact for internal research staff and as the principle operational liaison with study sites.

**C. Coordination Activities**

* Maintain regular and ongoing communication with research team as needed.
* Actively monitors the progress of research activities, including supervision of field teams by travelling to study site.

**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 R&E findings, both internally and externally, report preparation.
* Carry out other duties as requested.

# **Qualifications and Experience**

* Bachelors in anthropology/public health/statistics or in related field.
* 3+ years of experience in coordinating research study and study team at field level. Experience in sexual and reproductive health would be preferred.
* Strong management skills, including experience in project administration, supervision of field staff, coordination of field work, and communication among global and national staff and partners.
* Strong qualitative research experience including demonstrated ability in the collection, management, analysis and presentation of qualitative data.
* Sound understanding and experience in quantitative research would be preferred.
* Experience in developing and designing research protocols, tools and questionnaires.
* Demonstrated ability in word processing, spreadsheet (Excel), and qualitative packages (Dedoose, Atlas.ti, NVivo). Experience in statistical computer packages (Epi Info, Stata) is also desired.
* Strong written and spoken communication skills in English and Bangla. Expertise in communication using Rohingya language would be preferred.
* Ability to frequently travel to study sites for supervision, monitoring, follow up/survey.
* Ability to work as an effective team player.
* Strong interpersonal skills

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 the applicant may have been found guilty to have committed or about which an investigation was in the process of being carried out at the time of the termination of the applicant’s employment with that employer. By submitting the application, the job applicant confirms that s/he has no objection to IPAS Bangladesh requesting the information specified above.

**DURATION/ WORK PERIOD**

May 01, 2023 to October 31, 2023 (The contract can be extended based on the availability of fund)

**REMUNERATION AND OTHER SUPPORT**

**Ipas Bangladesh will offer a consolidated monthly salary of BDT 108,000**

Withholding of Tax will be as per GoB rule and deposited by Ipas to the Government of Bangladesh through treasury challan.

**Payment Schedule:**

Monthly

**How to Apply**

Interested and qualified candidates should submit their CV/Resume including at least two professional references, as well as a Cover Letter stating the suitability for the position. Please submit your application to **ipasbangladesh@ipas.org**

**Application deadline is 12 April 2023**

# Only short-listed candidates will be called for the interview. Any form of persuasion in the selection process will automatically disqualify the candidacy.