

Maternal Health Services Research Coordinator

The Maternal Health Services Research Coordinator position is a unique opportunity to join Jacaranda Health's dynamic and passionate team in coordinating a large research project involving implementation of new ultrasound standards as well as antenatal and newborn assessment tools in order to improve outcomes for mothers and infants. The incumbent will administratively coordinate the research project, collaborate with the research team and key stakeholders in the development of the research program, collect research data and manage study databases, oversee and train research assistants, coordinate meetings with study investigators and collaborators, prepare project progress reports, conduct literature searches, assist with manuscript preparation, and provide administrative support for grant applications.

Responsibilities

- Work with principle investigators and project manager at the Harvard T.H. Chan School of Public Health to ensure adherence to general research design, data management and general research protocols, and overall project management timelines.
- Develop and implement manual of procedures.
- Train existing and new staff to comply with the study protocol.
- Recruit and screen potential study participants according to protocol inclusion and exclusion criteria; be knowledgeable of the protocol so that study activities are completed correctly and completely.
- Ensure proper written informed consent from each study participant is obtained prior to entering study; ensure that the original signed and dated consent form for each study participant is filed in participants' research record.
- Keep stakeholders apprised of all developments on the project and communicate necessary updates and modifications to the institutional review board.
- Work with the finance team and contribute to overall project financial management, including creation and monitoring of project budgets, and ensuring smooth integration of project into Jacaranda financial systems.

- Coordinate regular meetings with both internal and external stakeholders to ensure success of programmatic activities.
- Administer surveys and focus groups.
- Input, organize, edit, and verify accuracy of data in databases.
- Support the dissemination of results via presentations and reports to academic and non-academic audiences.

Qualifications

- Bachelor's Degree in Health related field (Medicine, Nursing) required.
- Master's Degree in public health is a plus.
- Experience in conducting field research in developing countries required.
- Extensive experience with data collection, designing surveys and implementing programs.
- Project management experience is required.
- Experience in/knowledge of Africa or in particular the East African context is a plus.
- Cultural sensitivity and demonstrated ability to work successfully with diverse constituencies required.
- Budgeting and financial management experience preferred.
- Strong written and oral communication skills in English.

Application Instructions

Please provide a cover letter along with your CV, setting out precise examples of how your experience, qualifications, and skills match those required for this position. Please send your application to ssubbiah@jacarandahealth.org.