Attachment 1:	Job Description
Title of Position:	**Senior Research Officer- Qualitative Research**
Date of Job Description	18th April 2023
Reporting to:	Monitoring, Evaluation, and Learning Advisor

Job Summary: The Senior Research Officer will work closely with a multidisciplinary team of Principal Investigators and Co-investigators to lead in evaluating and documenting insights through qualitative methods for programs being implemented at ICRH The incumbent will lead in the development of research protocols, designing qualitative data collection tools, training and supervising field research assistants. . Further, the Officer will coordinate transcribers, and conduct qualitative data analysis and summary reports.

Qualitative Research data collection & analysis

- Support in designing and pre-testing data collection tools
- Train research assistants on qualitative data collection techniques, and supervise and offer technical assistance during field data collection
- Guiding the research assistants through the process of contacting/identifying research participants, screening for eligibility, informed consent, and data handling techniques
- Lead in transcription, translation, and analysis of qualitative data
- Compile the study findings by preparing comprehensive qualitative summaries
- Ensure safe transmission, storage, and archiving of qualitative data and scripts

Coordination of project/study activities

- Co-ordinate day-to-day activities of the projects by establishing and maintaining a project work plans
- Establish relationships with relevant stakeholders in the study areas
- Take the lead in preparing reports for rapid learning to the implementing partners and the donors
- Participate in the final study reports
- Participate in the recruitment and supervision of research assistants in the study areas
- Prepare for the training of research assistants; prepare training materials etc. organize logistics related to the training venue, trainers, transport reimbursement etc.
- Perform other duties and responsibilities as assigned by the supervisor and ICRHK management

Research plan development

- Conduct background literature reviews, author sections relevant to the protocols and coordinate with the PIs and other investigators to ensure the protocols are submitted to the ethics committee on time
- Perform regular review of the regulatory binder to ensure valid research certificates

and valid Good Clinical Practices (GCP) certificates for all staff involved in the projects.
- Ensure all study documents are handled and stored in accordance to data handling and protection guidelines

Essential Requirements

- Education: Master's degree in medical anthropology, medical sociology, public health or a related field emphasizing qualitative research methods training
- 5+ years with professional qualitative research experience
- 3+ years conducting in-depth interviewing, focus group discussions, and participant observation
- Knowledge and understanding of public health issues and human subjects protocols
- Experience working with stakeholders to design, author, and manage qualitative studies
- Strong organizational, planning, and problem-solving skills
- Strong interpersonal skills and a team player
- Strong report-writing skills
- Proficiency with any of the following qualitative software: NVivo, Atlas, Nudist, and citation software such as EndNote
- Excellent written, verbal, and visual communication skills required