Job Description

**Title of Position:** Research Assistant-PMA Agile

**Date of job description:** 03 June 2020

**Reporting to:** Project Coordinator

**Job Summary:** The Research Assistant will work with the Project Coordinator to coordinate and conduct qualitative research study activities including the recruitment, screening, in-depth interviews, data collection from qualitative research study participants according to the study protocol and standard operating procedures.

**Roles and responsibilities**

- Coordinates and manages qualitative interview calendar as provided by the project coordinator
- Takes a lead role in screening and recruitment of the study participant, ensuring that verbal/oral consent is obtained from all participants before conducting interviews
- Conducting focus group discussions and key informant interviews while ensuring data accuracy and completeness
- Cordially interact with the respondents, listening carefully without judgment to the respondent’s answers and comments
- Adhere/comply with policies on ethical conduct of research and human subject's protection as provided in the study protocol
- Transcribing and translating promptly
- Participating in the data coding, analysis, and generation of analytical memos from qualitative data collected
- Provide weekly reports on the qualitative study progress and regularly communicate with the project coordinator to bring to their attention any issue that may compromise the study
- Ensures that all project financial expenditure are accurately accounted for, and timely financial report and liquidation submitted to the project coordinator
- Participate in the preparation of detailed progress report and participate in weekly meetings of the study team
- Ensure confidentiality of information and eliminate any apprehensions and fears from the mind of the study subject.
- Help maintain repository of all project materials and information from the qualitative research activities.
- Participate in the documentation of project experiences and lessons learnt during the study.
- **Perform such tasks as assigned by the Project Coordinator and PI.**

**Specific Requirements**

**Qualifications**

- Degree in a relevant healthcare discipline including social sciences or equivalent
- Experience in qualitative research methods **a MUST**
- Experience in the collection and analysis of qualitative data (focus group discussions, in-depth interviews, and key informant interviews)
- Experience setting up and managing zoom meeting

**Competencies**

- Excellent communication and interpersonal skills
- Ability to work independently and effectively
- Ability to interact with study participants in virtual settings
- Familiarity with electronic data collection tools is an added advantage
- Ability to manage multiple activities and achieving set deadlines
- Strong attention to details and writing skills that should include the ability to develop comprehensive notes during qualitative data collection and analysis