



## Vacancy Announcement

Projahnmo Research Foundation (PRF), a Bangladeshi NGO, in association with Johns Hopkins University, USA, has a long and illustrious history of conducting research in Bangladesh. PRF's research has contributed to science and many of those research findings are translated into action in respect to maternal, neonatal and child health in our country and abroad. PRF has also supported the career development of numerous Bangladeshi public health professionals. PRF is seeking qualified and motivated applicants from Bangladeshi nationals for the position of **Research Investigator**.

**Duty station:** Dhaka

**Job Description:**

### A. Research implementation

- Assist in the design of data tools, consent forms, guidelines, and Standard Operating Procedures (SOPs) of ongoing and upcoming projects
- Assist in generating and using routine project reports
- Review reports with project managers and investigators to determine adequacy of implementation, barriers/challenges of implementation and help design strategies to overcome the challenges
- Assist in preparing and ensuring the timely submission of all technical and other reports to donors

### B. Research Ethics:

- Prepare documents for Institutional Review Board (IRB) submission, respond to queries of reviewers of IRB
- Coordinate and assist in organizing local DSMB meeting
- Track IRB expiry dates and inform investigators for action
- Track sample size for screening and enrollment as per IRB approval and inform investigators of the need for amendment, if needed

### C. Research monitoring

- Design routine field monitoring reporting templates
- Help design data quality assurance system and tools
- Review routine quantitative and descriptive reports and suggest improvement/change, if necessary

### D. Data analysis and manuscript writing

- Conduct literature review, scoping review, systematics review
- Support data analysis
- Prepare specific analysis plan and initiate/participate/lead in manuscript writing

### E. Participation in research grant writing

- Participate in grant proposal development
- Assist in preparing the budget and budget narrative
- Identify opportunities for new project development and efforts to respond to solicitations

### F. Communication and liaison

- Create and maintain close liaison with MOH&FW at ministry and both directorates level, with national institutes (e.g. DGDA, IEDCR, BMRC, etc.)
- Coordinate and communicate with stakeholders
- Regularly communicate to PI and co-investigators to update progress and share issues with potential solutions
- Prepare meeting notes, summarise action item and add to task list
- Draft presentations, notes for different meetings

### Qualifications and experience:

- At least 3 years' experience in public health research/program.
- Ability to work in complex environment and deliver results in high pressure situations within stipulated timeline
- Efficient decision-making and problem-solving skills
- Ability to summarize the results or observations
- Excellent interpersonal, communication, documentation and presentation skills
- Good networking and negotiating skills
- Ability to travel to field
- Maintain flexible working hours to meet project needs and align with different time zones
- Fluency in Bangla and English, both written and verbal
- MBBS degree, preferably Master's in Public Health or a relevant discipline**

### Salary and benefits:

- 115,356/tk. per month including house rent, conveyance allowance and other admissible benefits. (Salary is negotiable for a highly experienced candidate).

### Job Nature:

- The appointment will be made on a fixed-term basis.

### Apply Procedure

Projahnmo Research Foundation (PRF) is an equal opportunity employer and particularly welcomes applications from women candidates. Any persuasion will disqualify the candidature. Only short-listed candidates will be invited for interview.

Interested candidates who fulfill the requirements should submit the electronic application in <http://jobs.prbfd.org/> or send a hard copy application which includes cover letter, updated CV, current and expected salary, copies of all certificates, and two copies photograph to the HR Officer, Projahnmo Research Foundation, Level 7, House 97A, Road 25, Block A, Banani, Dhaka 1213, Bangladesh with name of the position over the top of the envelop by **22 May 2026**.