



Job Title	:	Research Assistant
Reporting to	:	Research Coordinator
Contract	:	9 months
Location	:	Harare

The Role:

- This position is a member of the Friendship Bench Research and Evidence Synthesis Unit (RESU), providing high-level research assistance for specific projects as directed by the Director, Research Co-ordinator, and Senior Staff members.
- The Research Assistant supports the research activities consistent with the RESU mandate.

Key Result areas:

- Detailed knowledge of protocol, manual of procedures, data forms, and other study documents to ensure compliance with the research study protocol and overall study.
- Conduct fieldwork/research as required.
- Planning (e.g., scientific protocol development and preparation)
- Assist with the design of quantitative and qualitative data collection tools.
- Be responsible for data collection, storage and preliminary analysis of data collected per the stipulated research protocols.
- Management and drafting of reports and scholarly articles.
- Manage the coordination of meetings between researchers and participating external administrators as required.
- Provide support and or supervise Research Assistants as required.
- Conduct literature reviews.
- Prepare progress reports for the PI and funding agency.

Person Specifications:

- Bachelor's Degree or equivalent qualifications/work experience in a relevant field.
- Previous research experience in Global Mental Health
- Demonstrated ability to undertake research and project management work under broad direction only.
- Demonstrated high-level organisation, communication, interpersonal and negotiation skills.
- Demonstrated high-level oral and written communication skills, including maintaining accurate records and preparing research reports and publications.
- Demonstrated interpersonal skills, including the ability to work both collaboratively in a team and autonomously when required.

Skills Required:

- Evidence of published manuscripts
- Evidence of competency in systematic reviews and scoping reviews.

To Apply:

Submit your CV and Application Letter via email to: admin1@friendshipbench.io clearly indicating the position you are applying for in the subject of the email. Deadline for submission of applications is on 26 January 2024 at 1200 hours. Only shortlisted candidates will be responded to.