



RESEARCH MANAGER, DIGNITAS INTERNATIONAL, MALAWI

The Opportunity

The Research Manager is responsible for the effective overall project, data, grant and personnel management of the Monitoring and Evaluation, Operations Research and Knowledge Translation (MEORKT) department. Based in Zomba, Malawi, the incumbent will lead the process of developing and operationalizing the department's annual plan in order to achieve key objectives, results and commitments.

Main Job Tasks and Responsibilities

- Project Oversight: Ensure M&E processes, research projects, KT activities, and intra- and inter-department initiatives achieve their desired outcomes in a timely and orderly manner
- Grants Administration and Departmental Budget Management: Responsible for ensuring that the department is in full compliance with the grant and financial administration requirements of donors and of the organization
- Research Policies and Procedures: Responsible for establishing, maintaining, and ensuring compliance with good practices governing the conduct of research and the management of data.
- Resource Mobilization: Ensure the ongoing development, submission and management of funding proposals
- Management of MEORKT Staff: Ensure staff work in an efficient, collegial, professional and collaborative manner, including cross-departmental work

Experience and Qualifications

- MA, MSc, or MPH (Ph.D. preferred) in a health-related field
- Four to five years experience as a research manager or senior research coordinator in a health research institute, NGO, or university or government department
- Extensive experience in managing large research grants from institutional funders (e.g., CDC, NIH, DFID)
- Experience in writing research funding proposals and negotiating contracts with donors
- Demonstrated experience in designing and implementing systems (standard operating procedures and databases) to manage qualitative and quantitative data
- Experience establishing and maintaining monitoring and evaluation systems in a public health program
- Experience in writing research protocols and submissions to research ethics boards
- Experience in grants management, and in developing and managing annual departmental work-plans and budgets
- Proven experience in staff recruitment, selection, coaching and mentoring staff
- Excellent knowledge of research methodologies in the context of public health research
- Deep understanding of best standards for research and good clinical trial practices
- General familiarity with qualitative methods and with the fundamentals of health systems research

For full job descriptions please visit the Dignitas website at dignitasinternational.org

How to Apply

Qualified applicants should send detailed resume and cover letter referencing the position title in the subject to HR@dignitasinternational.org.

Deadline for applications is August 8, 2012

We thank all respondents but only those selected for an interview will be contacted. Applications will be short-listed on a regular basis and the position may be filled prior to the closing date.