



Research Coordinator Afya Bora project

ABOUT I-TECH

International Training and Education Center for Health (I-TECH) is a center in the University of Washington's Department of Global Health, in partnership with the University of California, San Francisco. I-TECH has offices in Africa, India, and Haiti, and projects in more than twenty countries. I-TECH's 700 worldwide staff work with local ministries of health, universities, non-governmental organizations (NGOs), medical facilities, and other partners to support the development of a skilled health work force and well-organized national health delivery systems.

GENERAL FUNCTION

The research coordinator will support new and ongoing monitoring and evaluation activities under the direction of the Afya Bora Principal Investigator and Senior Evaluation Advisor and in collaboration with local partners.

RESPONSIBILITIES

Under direction from the Principal Investigator and Senior Evaluation Advisor, the Research Coordinator will be responsible for the following activities, but not limited to:

Evaluation tool modification (20%)

- Actively participate in revision of evaluation tools as requested by the Afya Bora working group.
- Develop and format study materials and standard operating procedures, either independently or with a team.

Evaluation Coordination (30%)

- Facilitate communication around collection of evaluation data
- Administer evaluation surveys
- Maintain repository of evaluation documents
- Participate in weekly Afya Bora conference calls

Analysis and Presentation of Results (30%)

- Assist in interpreting evaluation data
- Draft reports to working group members and to funders as requested
- Draft PowerPoint presentations
- Contribute to manuscript development

Perform other related duties as required (20%)

REQUIREMENTS

Master's Degree in Public Health or related field and at least two years' experience with data collection in health services research and data management.

- Skills, knowledge and experience working in education and training and/or other health services research.
- Skills, knowledge, and experience working in diverse settings.

- Strong organizational skills, attention to detail, and excellent time management.
- Ability to travel for extended periods.
- Excellent computer skills with knowledge of MS Word, Excel, Outlook and PowerPoint.
- Excellent judgment and interpersonal skills with proven ability for effective cross-cultural communication.
- Ability to effectively respond to changes and be successful in a deadline driven environment.

DESIRED QUALIFICATIONS

- Experience living and working in low resource settings
- Skills with STATA or other statistical software package

CONDITIONS OF EMPLOYMENT

May require travel, as well as early mornings or evenings to accommodate field office time zones.

APPLICATION INSTRUCTIONS

Please complete a profile and cover letter [online](#). Open until May 14.