


JOB DESCRIPTION

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|--------------------------|---|--|
| Position Title | : | Research Officer |
| Department | : | Research |
| Report to | : | Director of Research |
| Reportee (if any) | : | N/A |
| Location | : | University of Puthisastra, Phnom Penh |

I. Position Summary:

This position is to support the activities of the Research Department which includes training programs/internship programs/workshops, administration support for UPRC and Journal of Cambodian Health and support for research grants and research projects.

II. Duties and Responsibilities:

The overall job description below outlines the main areas of responsibilities of the Employee:

- Providing administration support to the Department of Research and UPRC.
- Organizing/teaching research training workshops
- Supporting the infrastructure and running of the Cambodian Health Journal
- Developing/facilitating an emerging researcher internship program
- Support grant writing and administration
- Organization/facilitation of research projects at UP
- Performs other duties as requested by his/her line manager

III. Minimum Qualifications and Requirements:
1. Experience:

- Undertaking research, writing research proposals, reviewing research proposals.

2. Education:

- Masters in related skills

3. Skills/Competencies:

- Good understanding of the research process and evidence-based research/processes.
- Experience undertaking research/part of a research team.
- Fluent written and spoken Khmer and English.
- Teaching research (i.e. undertake workshops/training).
- Ability to critically think and give constructive feedback.
- Ability to work independently.

4. Personal Qualities

- Excellent communication skills, initiative, organised and ability to work independently and work with others.