

JOB DESCRIPTION

Position Title	: Research Officer
Department	: Research
Report to	: Research Coordinator
Reportee (if any)	: N/A
Location	: University of Puthisastra

I. Position Summary:

The Research Officer will support the implementation of the Research Department's strategy by contributing to research coordination, training delivery, publication development, and knowledge translation. This role is central to strengthening research culture, supporting faculty and student engagement, and enhancing UP's research outputs and visibility.

II. Duties and Responsibilities:

1. Research Coordination & Administration

- Support the implementation of departmental workplan activities under all strategic pillars.
- Assist with planning and logistics for events (e.g., symposiums, workshops, lectures).
- Liaise with faculties, students, and partners to gather updates on ongoing research projects.
- Maintain and update research tracking tools (e.g., thesis status, grant pipeline, publication logs).

2. Capacity Building Support

- Assist in the coordination of research methods training sessions and publication workshops.
- Provide logistical and documentation support to the Research Mentorship Program.

3. Publication & Dissemination

- Support preparation of materials for peer-reviewed publications and the Journal of Cambodian Health.
- Help draft or edit short-form outputs (policy briefs, opinion articles, social media summaries).
- Coordinate communication with editorial teams and peer reviewers.

4. Partnership & Grant Support

- Help prepare background materials and briefs for meetings with potential research partners.
- Support development of grant proposals by compiling required documents and assisting with formatting, references, etc.

5. Monitoring, Evaluation & Learning

- Contribute to monthly reports, presentations, and internal updates.
- Compile data for the department's monitoring and evaluation system in line with the Theory of Change.

Key Areas of Work (Strategic Pillars)

This role will contribute to progress under the following five strategic pillars:

- Community & Engagement. Supporting research events, symposiums, and stakeholder coordination.
- Training & Capacity Building. Assisting in delivery of workshops and mentorship programs.

- Publication & Dissemination. Supporting internal and external communication of research outputs.
- Consulting, Grants & Partnerships. Assisting with partner engagement and grant preparation.
- Infrastructure & Administration. Strengthening coordination, documentation, and M&E systems.

III. Minimum Qualifications and Requirements:

1. Education:

- Bachelor's degree (or near completion) in public health, biomedical sciences, social sciences, or related field.
- Experience in research coordination, academic writing, or event planning preferred.
- Excellent written and verbal communication skills in English and Khmer.
- Strong organizational and time-management skills. Proficient in Microsoft Office, Google Workspace, and research tools (e.g., Zotero, Google Scholar).
- Passion for research and commitment to health and development in Cambodia.

2. Skills/Competencies:

- Understanding of research ethics and academic publishing processes.
- Ability to work independently and as part of a multidisciplinary team.
- Curiosity, adaptability, and a growth mindset.