Associate in Research, Duke Global Health Institute

The Duke Global Health Institute (DGHI) was created to address health disparities in our local community and worldwide. Recognizing that many global health problems stem from economic, social, environmental, political and health care inequalities, DGHI brings together interdisciplinary teams to solve complex health problems and to train the next generation of global health scholars.

In 2016, DGHI will launch a new global health policy center, The Center for Policy Impact in Global Health, which aims to inform key global health debates, decision-making, and policy formulation at global and country levels. The Center will partner with Duke global health and public policy researchers; strategic, academic, and government partners in DGHI’s partnership priority locations (such partners may include think tanks, universities, and ministers of finance and health); and academics and think tanks in the US and Europe working in the field of global health and development policy.

The Center’s functions will include improving the policy reach and impact of Duke global health research; collaborating with in-country partners on evidence-to-policy transfer; and conducting evidence synthesis and policy analysis related to the future architecture, governance, delivery and financing of global health.

The Center’s analytic work will initially focus on the future of development assistance for health (DAH) in the post-2015 era, the role of domestic financing for health in low- and middle-income countries, and the ways in which the global health “system” can evolve to meet future health challenges.

The Center will produce policy briefs and papers and conduct in-person briefings with policymakers. Its “target” policymakers will include bilateral and multilateral aid agencies, foundations, UN agencies, and ministers of health and finance.

The Center’s Director is seeking an Associate in Research with global health and policy experience to provide analytic support—as well as some administrative and communications support—for the initial launch year of the Center and potentially longer term. The position will involve a combination of research, analysis, evidence appraisal/synthesis, brief writing, and administrative and communications/outreach activities. The Associate in Research will play a very major role in liaison between the Center and its domestic and international partners. The key responsibilities, and the estimated time spent on each, are as follows:

1. Analytic support (approx. 40%)
   - Conducting needs assessments and landscape analyses to help plan the Center’s future research activities
   - Supporting the Director in conducting analysis, research, and evidence synthesis to address specific strategic and policy questions—such support may include analyzing trends in DAH or in domestic financing levels; conducting rapid literature reviews;
gathering relevant epidemiological data (e.g. from the World Development Indicators database); and developing data-rich graphics and tables

- Working closely with the Director to draft Policy Briefs, in-depth Policy Papers, and slide decks for in-person briefings
- Using creativity and ingenuity to gather hard-to-find data, including liaising and collaborating with ministries of health and finance, multilateral financing agencies (e.g. Global Fund, GAVI, the Vaccine Alliance), and other relevant institutions to gather relevant data
- Liaising with the Center’s partners in the US, Europe, and worldwide on analytic projects, e.g. sharing datasets and participating in regular team calls to discuss analyses.

2. Administrative and project management support (approx. 30%)

- Helping to develop meeting agendas, scheduling and coordinating in-person meetings and teleconferences, reserving rooms, preparing meeting materials (including handouts and slides), taking minutes of meetings, and managing follow-up communications
- Supporting travel arrangements
- Budget reconciliation and oversight
- Providing logistical and administrative support for in-person policy briefings, e.g. to bilateral aid agencies in Washington DC or to ministries of health in low- or middle-income countries
- Developing and managing a repository of articles/papers (e.g. using Box or Drop Box) that are relevant to the Center’s work
- Supporting the coordination of the Center’s activities with those of other initiatives at Duke (e.g. the Evidence Lab, Duke Center for International Development) and with external events (e.g. international conferences or meetings).

3. Communications and advocacy (approx. 30%)

- Assisting the Director in developing, implementing, and regularly updating an overarching communications and advocacy plan to (a) publicize the Center’s events, activities, and publications, and (b) advocate for the Center’s work and goals more broadly
- Developing, managing, and regularly updating the Center’s website, including posting news and forthcoming events; ensuring that the Center’s website’s design features are compliant with Duke’s style guide
- Researching, drafting and editing content for the website (e.g. drafting a short post about a new Center for Policy Impact paper); soliciting user feedback to ensure that the website remains relevant and valuable to the Center and its constituencies; creatively identifying new opportunities to use the Center’s online presence to promote its work and goals
- Contributing tweets about the Center
- Assisting the Director in managing the distribution of the Center’s publications and products
• Staying informed on global health and development progress, announcements, news, country updates and global policies that are relevant to the work of the Center for Policy Impact; taking initiative in determining and building new opportunities to advocate for the Center’s work.

Strong candidates will bring:

• experience in searching for, appraising, and synthesizing evidence
• quantitative and qualitative research skills (e.g. analyzing DAH databases, conducting stakeholder interviews)
• strong organizational, administrative, and project management skills
• exceptional writing and communications skills (including skills in writing policy briefs and giving verbal briefings)
• social media experience
• strong computer and database management skills, and
• an understanding of the global health policy landscape, particularly as it relates to multilateral and bilateral development financing.

The work environment is likely to be fast-paced, rapidly-evolving, and highly results-driven.

The ideal candidate will be self-motivated and will be able to work independently, especially during periods when there will be less regular contact with the Director (e.g. during the Director’s duty travel or his upcoming parental leave, mid-May to July 2016).

The Associate in Research must have at least a master’s degree in global health, public health, international development, public policy or a related discipline, and must have at least five years of professional experience.

Experience working at a global health or development agency or in a ministry of health or finance would be strongly preferred.

To apply, please send cover letter and resume to tammy.sorrell@duke.edu.