Position Announcement

Research Analyst

Occupational Summary
We are seeking a full-time Research Analyst who will work primarily on projects related to global mental health and HIV prevention, with an emphasis on children, adolescents, and families. This Research Analyst will be an employee of the Duke Global Health Institute and will be based in Eldoret, Kenya, the primary research site. The Research Analyst will take a lead role on project activities in the field and thus is critical to the implementation of this research. This position is ideal for individuals interested in gaining experience and mentorship in the emerging field of global mental health, with a particular focus on the intersections between mental health, family relationships, and adolescent risk behavior.

Work performed

Program of Research. The overall program of research in Kenya focuses on the development and evaluation of family-based interventions to both prevent and treat mental health problems and HIV risk behaviors. Within this, several focus areas include: (a) validation of measures to assess mental health, HIV risk, and family well-being; (b) development and evaluation of family therapies; and (c) evaluation of community-based interventions to increase resilience for protection against mental health problems and HIV risk. Interventions are designed for very low-resource and rural areas of developing country settings and are thus adapted for the culture and context to build on existing community strengths. Across all activities, this research will take a Community Based Participatory Approach, involving community members in all aspects of the projects. These research projects are conducted within AMPATH, a consortium of North American medical schools, including Duke, and the Moi University Teaching and Referral Hospital and Moi University.

The Research Analyst will work on an array of tasks related to providing overall management and oversight of project activities in Kenya with remote supervision by the Principal Investigator from the U.S.

- Develop data collection and intervention-related fieldwork plans to carry out the research projects as designed by the PIs. This will include the development of detailed protocols for all stages of the data collection and intervention implementation.
- Assist in the development and pre-testing of survey instruments and observational assessment measures.
- Participate in research design meetings with the PI; providing input related to designing projects that are feasible with resources available in the field.
- Manage communication with the project Community Advisory Committees (CACs), including co-leading meetings with the CAC Chair to gather community input and feedback.
- Hire and manage research staff to conduct fieldwork, including staff needed to conduct focus groups, surveys, translation, and counseling. This will include developing job descriptions, staff policies, workflows, and staff evaluation, among other tasks related to personnel management and supervision.
- Manage both quantitative and qualitative data, which may include data entry, cleaning, and transferring of data between computer programs. This may also include organizing and supervising these activities when completed by other staff.
- Draft protocols for ethical review by Institutional Review Boards at both Duke University and AMPATH; Serve as the point person for the AMPATH IRB to ensure review and to coordinate administrative requirements.
- Liaise with the AMPATH Grants Management, Finance, Human Resources departments to complete administrative tasks associated with hiring, funding, procurement, and any other administrative tasks.
- Provide regular project summaries to the Principal Investigator, both written and verbal; this will include very frequent phone and email contact.
- Assist in preparation of manuscripts and conference presentations, including literature reviews, drafting methods, potentially contributing to qualitative and quantitative data analysis, and handling administrative tasks associated with submission. There will be opportunities to make significant contributions to papers and presentations, which will lead to the possibility of being a co-author.
- Assist in preparation of reports and field updates, including those for internal use by Duke or AMPATH and reports to funders.
- Manage and develop project budgets, including preparing financial reports and grant budgets for AMPATH and Duke, among others.
- Assist in the preparation of grant applications and searches for available funding.
- Assisting with activities for future project development, including literature reviews.
- Providing in-country support for building relationships with individuals and organizations in Kenya and other locations to promote and build collaborations.

In addition to the above projects in Kenya, the Research Analyst may be asked to assist on other projects, including remote support of projects in other locations. The Research Analyst may provide remote support to other projects by completing a subset of the above tasks that do not require in-person coordination. It is also possible that the Research Analyst will travel to other project locations to provide short-term in-person support.

The start date for the Research Assistant position is May 2013. The appointment will be for one year, renewable contingent upon funding availability and performance. The position is located in Eldoret, Kenya, with frequent travel to surrounding rural areas.
Education and Experience
A Master’s Degree in a related field or a Bachelor’s Degree with at least two years of related research experience is required. Experience conducting research-related activities in a low-income country is preferred. Background or experience in mental health or HIV-related activities is also preferred.

Key Skills
Successful applicants will be motivated, dependable, flexible, and able to effectively prioritize and execute multiple tasks. Good organization and management skills are essential for this position. The candidate will work collaboratively as part of a team that includes both international and in-country staff and must therefore have excellent interpersonal and communication skills. We are looking for a team member who has a positive attitude and is a good problem solver. Proficiency in Word, Excel and PowerPoint is required. Ideal software knowledge includes qualitative analysis software, R and/or Stata, and EndNote.

To apply for this position, please complete the application on-line at http://www.hr.duke.edu (Requisition # 400708353)