

## Job Description of RA PM+ Project

**Title of Position:** Research Assistant for the Global Health Research on Mental and Physical Comorbidity

**Location:** Institute of Psychiatry, Benazir Bhutto Hospital Rawalpindi

**Hours of work:** Full-time (40 hours per week)

**Duration of Contract:** 1 year (initial 3-month probation period), with the possibility of extension

**Reports to:** Project's Research Fellow

### Overview:

We are seeking a motivated Mixed Method Research Assistant to join our research team at the IMPACT Research Office at the Institute of Psychiatry, Rawalpindi. The IOP has multiple collaborations with national and international organizations in various mental health projects. The Research Fellow will join the Global Health Research Team on Mental and Physical Comorbidity working on multiple projects in collaboration with the University of York, and Hull York Medical School, UK and will be working primarily on the project called **Building Capacity within Psychiatric Departments in Pakistan to train frontline workers in Problem Management Plus**

### Job Responsibilities:

The job responsibilities will include but will not be limited to:

1. Assisting in the preparation of research proposals, research tools, and applications to external bodies such as ethics review boards and drug regulatory authorities.
2. Collaborating with research staff to conduct comprehensive quantitative research, including data collection, in-depth interviews, focus group discussions, field observation, note-taking, transcriptions, translation and analysis.
3. Working closely with research fellow to assist in participant recruitment, in-depth interviews and maintaining communication, ensuring adherence to ethical guidelines and study protocols.
4. Collecting data and keeping in contact with the study participants.
5. Developing, adapting, translating, and reviewing resource materials for the study, including participants' information sheets, promotional materials, consent forms, case report forms, and other relevant documents.
6. .
7. Systematically capturing, storing, and managing all project data, contributing to data collection and analysis efforts.
8. Collaborating with the program manager and research team to employ appropriate research techniques, , and contribute to publications, seminar presentations, and outreach activities.
9. Working to meet project timelines, progress, planning activities, and providing reports to supervisors at the Institute of Psychiatry, Rawalpindi, and the University of York, UK.
10. Upholding office decorum and adhering to ethical codes of conduct.
11. Undertaking additional responsibilities within the scope of the position, as allocated by supervisors or investigators.

### Eligibility and Specifications:

Qualifications	
First degree in <b>the relevant field Bachelor's degree in a relevant field (e.g., Psychology, Allied Health Sciences, Biomedical Sciences).</b>	Essential
Knowledge	
Knowledge of applied health research methods relevant to both mental and physical health	Essential
Knowledge of behavioural interventions	Essential
Knowledge of common mental disorders	Essential

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Knowledge of non-communicable diseases	Desirable
<b>Skills, abilities, and competencies</b>	
Highly developed communication skills to engage effectively with a wide-ranging audience, both orally and in writing, using a range of media	Essential
Ability to conduct research with patients, carers, and healthcare staff	Essential
Capacity to accept, give and build on feedback for personal development	Essential
Skill in writing research work for publication and engage in public dissemination mentorship if necessary.	Essential
Competency in developing healthcare research objectives, projects, and proposals with the mentorship if necessary.	Essential
Proficiency in MS Office, Statistics and Conferencing software (Zoom)	Essential
Competency to conduct individual and collaborative research projects	Essential
Capacity to contribute to the writing of research grant applications if required	Desirable
<b>Experience</b>	
Experience in carrying out both independent and collaborative research	Essential
Experience in writing up research work for publication	Essential
Experience in conducting research with patients, carers, or healthcare staff	Essential
Experience in a relevant health area such as mental health	Desirable
<b>Personal attributes</b>	
Commitment to high quality	Essential
Attention to detail	Essential
Collaborative ethos	Essential
Interest in and enthusiasm for the subject matter of the project(s)	Essential
Positive attitude to colleagues and others involved in the project in any capacity	Essential
Willingness to work proactively with colleagues in other work areas/institutions	Essential
Ability to plan and prioritize own work to meet deadlines	Essential
Commitment to personal development and updating of knowledge and skills	Essential
Willingness to respect equality & diversity	Essential
Ability to accept, give and build on feedback for personal development	Essential

### Application Process:

Interested candidates should submit a filled copy of the RMU application form (found at <https://rmur.edu.pk/jobs/>) along with their CV and cover letter to the email ID “administrator\_rgmo@rmur.edu.pk” with the subject line “Name\_Position\_Project” Application

### Deadline:

The Institute of Psychiatry will accept applications submitted by midnight Friday, **\*2<sup>nd</sup> August 2024\***.

### What to expect:

Shortlisted candidates will be contacted for interviews within two weeks of their application submission.