

Post of Temporary Research Fellow, Project Manager, Coordinators | DIGIPATHS Study

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University of Jaffna

Temporary Appointment

DIGIPATHS Study: Digitally Integrated Care Pathways for Multiple-Long-Term Conditions Management in Primary Care, Sri Lanka

The University of Jaffna invites applications from qualified candidates for the following position of DIGIPATHS Study: Digitally Integrated Care Pathways for Multiple-Long-Term Conditions Management in Primary Care, Sri Lanka in collaboration with the University of Birmingham funded by the National Institute for Health and Care Research (NIHR), UK.

1. Temporary Research Fellow for Qualitative Studies

Vacant: 01 post

Requirements:

- A Bachelor's degree in Medicine (MBBS), Allied Health Sciences, or a relevant field from a UGC-approved university or higher education institution (HEI).
- Preference will be given to candidates with postgraduate qualifications in a relevant area.
- At least two years of experience working in a multidisciplinary team within the medical or research field.
- Proficiency in qualitative research methods.

Duties and responsibilities:

- Design, develop, and refine qualitative research protocols, including interview guides, focus group discussion plans, and observation frameworks.
- Conduct in-depth interviews, focus groups, and ethnographic observations with key stakeholders.
- Transcribe, code, and analyze qualitative data using appropriate software.
- Apply thematic analysis, grounded theory, or other qualitative research methodologies to interpret data.
- Ensure ethical considerations, including informed consent, participant confidentiality, and data security, are upheld throughout the research process.
- Synthesize qualitative findings to provide insights into healthcare practices, patient experiences, and system challenges.
- Collaborate with multidisciplinary teams to integrate qualitative findings with quantitative data where applicable.
- Develop research reports, case studies, and policy briefs based on qualitative research findings.
- Contribute to academic publications, conference presentations, and dissemination activities.
- Engage with key stakeholders, including healthcare professionals, patients, and policymakers, to ensure research relevance.
- Monitor qualitative research project timelines and deliverables, ensuring adherence to deadlines.
- Carry out tasks allocated by the Project Lead.

Remuneration: A monthly salary of LKR 80,000 will be paid.

2. Temporary Project Manager

Vacant: 01 post

Requirements:

- A Bachelor's degree or an equivalent qualification from a UGC-approved university or higher education institution.
- Preference will be given to candidates with prior experience in Health research and project management.

Duties and responsibilities:

- Oversee daily project activities, ensuring smooth execution of tasks and adherence to timelines.
- Develop and implement project plans aligned with study objectives.
- Manage and supervise the project team, providing guidance and addressing performance issues.
- Track key performance indicators (KPIs) and recommend improvements.
- Prepare progress reports summarizing project status, achievements, and challenges for stakeholders.
- Organize and facilitate project meetings to discuss updates and foster collaboration.
- Serve as the main point of contact for stakeholders, addressing concerns and providing updates.
- Ensure compliance with relevant laws, regulations, and internal policies.
- Oversee the project budget, track expenses, and forecast costs.
- Manage project finances, including financial planning, monitoring expenditures, and handling invoicing and payments.
- Plan and execute project activities to achieve study goals.
- Carry out tasks allocated by the Project Lead.

Remuneration: A monthly salary of LKR 80,000 will be paid.

3. Temporary Coordinator for Data Quality

Vacant: 01 post

Requirements:

- A Bachelor's degree in Medicine (MBBS), Allied Health Sciences, or a relevant field from a UGC-approved university or higher education institution (HEI).
- Preference will be given to candidates with prior experience in data quality management, research, or related fields.

Duties and responsibilities:

- Oversee data collection processes to ensure accuracy, completeness, and consistency.
- Develop and implement data quality control measures to maintain high standards.
- Conduct regular data audits, validation checks, and error detection procedures.
- Collaborate with data collectors, researchers, and healthcare professionals to address data discrepancies.
- Provide training and guidance to data collection teams on best practices in data entry and management.
- Ensure adherence to ethical and regulatory guidelines for data security and confidentiality.
- Support the development and refinement of data management protocols and standard operating procedures (SOPs).
- Assist in data cleaning, coding, and organization for analysis and reporting.
- Generate data quality reports and summaries for internal review and stakeholder discussions.
- Work closely with IT and research teams to improve data collection tools and software.
- Monitor project timelines and deliverables related to data quality management.
- Carry out tasks allocated by the Project Lead.

Remuneration: A monthly salary of LKR 60,000 will be paid.

4. Temporary Coordinator for Finance

Vacant: 01 post

Requirements:

- A Bachelor's degree in Management, Commerce, Business Administration, or an equivalent qualification from a UGC-approved University or Higher Education Institution.
- Preference will be given to candidates with prior experience in financial management within research projects or similar settings.

Duties and responsibilities:

- Manage and monitor project finances, ensuring compliance with budgetary guidelines and financial regulations.
- Assist in preparing and maintaining financial reports, statements, and documentation for auditing and review.
- Process payments, reimbursements, and financial transactions in accordance with institutional policies.
- Track expenditures, maintain financial records, and ensure proper allocation of project funds.
- Assist in budget preparation, forecasting, and financial planning.
- Ensure adherence to financial policies, grant requirements, and funder regulations.
- Support procurement activities.
- Prepare periodic financial summaries and reports for stakeholders and funders.
- Carry out tasks allocated by the Project Lead.

Remuneration: A monthly salary of LKR 60,000 will be paid.

5. Temporary Coordinator for Logistics

Vacant: 01 post

Requirements:

- A Bachelor's degree in Management, Commerce, Business Administration, or an equivalent qualification from a UGC-approved University or Higher Education Institution.
- Preference will be given to candidates with prior experience in project coordination and logistics management within research projects or similar settings.

Duties and responsibilities:

- Coordinate logistical arrangements for project activities, including data collection, training sessions, workshops, and stakeholder meetings.
- Manage procurement, inventory, and distribution of study-related materials and equipment.
- Liaise with vendors, suppliers, and service providers to facilitate smooth logistical operations.
- Maintain accurate records of procurement, inventory, and logistical activities in compliance with study protocols and funding guidelines.
- Assist in preparing and monitoring the logistics budget, ensuring cost-effective resource utilization.
- Organize venue arrangements, travel, and accommodations for study team members, researchers, and participants.
- Arrange and coordinate meetings, including scheduling, preparing agendas, and ensuring the availability of necessary resources.
- Ensure compliance with institutional and funder guidelines related to procurement and logistics management.
- Collaborate with multidisciplinary teams, including healthcare professionals and researchers, to address logistical challenges.
- Provide regular reports and updates on logistical operations to the project management team.
- Carry out the tasks allocated by the Project Lead.

Remuneration: A monthly salary of LKR 60,000 will be paid.

General conditions for all the above posts:

- Ability to work anywhere in Sri Lanka.
- Proficiency in English is required for all positions, while proficiency in both English and Tamil is required for Temporary Research Fellows involved in qualitative studies.
- The selected candidate will be appointed on a full-time basis for one year. The project duration is four years, and the appointment may be renewed annually based on performance and project requirements.
- Applicants must be citizens of Sri Lanka.
- Age should be between 25 and 45 years.
- The selected candidate will contribute to the Employee Provident Fund (EPF) and the Employee Trust Fund (ETF). The employee is required to contribute 8% of their monthly salary to the EPF, while the employer will contribute 12% to the EPF and 3% to the ETF.

Download

- [Application-Form](#)

The Application forms downloaded from the University website should accompany with the paid Bank slip for the deposit of a sum of Rs.100/- credited to the people's Bank Account No (Ref No): 970000090000387 in favor of Bursar, University of Jaffna.

Applicants are requested to send their applications with copies of the educational certificates and any other relevant certificates in proof of qualifications and experience via registered post to reach the **Deputy Registrar / Faculty of Medicine, University of Jaffna, Adiyapatham Road, Kokuvil, Jaffna**. Applicants are requested to send scanned copies of all the documents to the email address: formvacancy@univ.jfn.ac.lk on or before **04th of April 2025**.

Applicants from the University System/Government Departments/Corporations and Statutory Board should channel their applications through the Head of respective Institutions.

The candidates who apply for **more than one** post should submit a **separate application along with a separate Bank slip for each of the posts**. Illegible & incomplete applications and applications received after the closing date will be rejected without intimation. The post applied for should be marked on the top left-hand corner of the envelope. Only short-listed applicants will be called for an interview.

Registrar
University of Jaffna