

## Job specifications

- **Post:** Data/Research Assistant, **2 posts are available.**
- **Organisation employed at:** KEM Hospital Research Centre (KEMHRC), Pune, Maharashtra, India.
- **Project Sponsored by:** QR GCRF Scheme, University of Surrey, United Kingdom.
- **Duration:** Fixed term post, maximum 6 months, start date 1<sup>st</sup> February 2021 (mandatory).
- **Job location:** KEM Hospital and Research Centre, 489, Sardar Mudaliar Rd, Rasta Peth, Pune, Maharashtra 411011, India.
- **Reporting to:** Research Project Co-ordinator and Data Manager based at the Diabetes Unit of the KEM Hospital Research Centre, Pune.

### I) Main duties and responsibilities

- To attend project trainings to improve research, communication and management skills.
- To develop a digital database in computer system and maintain research records (primary role, 80% of the work).
- To work in collaboration with other staff/teams to achieve project objectives.
- To prepare a data entry progress report for the line manager (weekly basis).
- To manage and store all data forms including digital files to meet necessary quality and ethics requirements.
- To work within given deadline(s) and timeframe.
- Additional tasks as required to support the project objectives and deliverables.
- Usual office working hours in line with the KEMHRC's HR policy, Monday to Saturday, weekly off is on Sunday.

### II) Candidate details

#### a. Qualifications and Requirements

- Educated to an undergraduate degree as a minimum requirement, or postgraduate qualification (preferred).
- Education background in health or social work or health research subject or other appropriate education is required.
- Due to the nature and requirements of the project, it is mandatory requirement to be able to read data forms written in English and/or Marathi language. Understanding of both languages is necessary.
- Candidate must be able to work in India without any special arrangements such as work visa, or any other work permit.

#### b. Experience

- Experience of using Microsoft Office (Word, Excel etc) and laptop/computer system is necessary.
- Former experience in research project or data entry work is desirable, but newly qualified candidates with high level of computer and language literacy are welcome to apply.
- Basic awareness about research data confidentiality and ethics is desirable. Necessary trainings will be provided.

### c. Skills

- Good presentation skills and language skills- Marathi and basic English language skills such as ability to read data forms and numbers written in English.
- Good organisational skills with the ability to work to tight deadlines.

### d. Benefits

- Gain experience of working in the health research sector having international project partners.
- Competitive salary and work flexibility.

### How to apply

- If you wish to apply, please share your detailed CV (maximum 3 pages permitted), with a cover letter (maximum 2 pages permitted).
- Cover letter should evidence your existing skills to perform listed **main duties and responsibilities** along with stating how you meet all listed **candidate details**.
- All documents should be in font size 11, Arial font (for application in English). Please include your contact details in the CV (email and phone number).
- You can submit your application in Marathi language as well.
- **Email the suggested two documents as a single PDF attachment to** the following three email addresses at the same time.

#### Email

TO [diabetes@kemdiabetes.org](mailto:diabetes@kemdiabetes.org) and [research@kemhrmpune.org](mailto:research@kemhrmpune.org)

CC [rasikaladkat@hotmail.com](mailto:rasikaladkat@hotmail.com)

Email subject line '**Application for the GCRF MAS 3 Data/Research Assistant Post**'.

Only shortlisted candidates will be contacted for the next stage.

**Applications will be entertained (accepted for assessment) until posts are filled. Apply as soon as possible. Earliest start date will be 1<sup>st</sup> February 2021.**