

## Job description

<b>Position:</b>	<b>Research Officer (with administrative duties)</b>
<b>Reports to:</b>	ARNTD Executive Director (ED)

**NOTE:** *We recommend that only individuals based in Ghana should apply. Non-Ghanaians based in Ghana are encouraged to apply, but must be in possession of a valid work permit.*

Neglected tropical diseases (NTDs) are a group of disabling, disfiguring, and often life-threatening diseases affecting more than 1 billion people worldwide living on less than 1.25 USD a day. While the neglect has persisted at all levels, in recent years the international community has come together and declared renewed enthusiasm to control and finally eliminate NTDs. However, what is largely lacking are research experts, policy makers and communities in the regions most affected by NTDs, particularly Africa. Therefore to address the NTD burden from within, the African Research Network of NTD (ARNTD) was established to serve as a support platform for NTD experts on the continent. The ARNTD Secretariat is hosted by the Kumasi Center for Collaborative Research in Tropical Medicine (KCCR) and is searching for a Research Officer (with administrative duties).

### A. General Responsibilities

- Directly assist the ED and Scientific Officer (SO) to run the ARNTD secretariat smoothly and efficiently by relieving the ED of general administrative detail
- Coordinate the planning and preparation of grant proposals, provide guidance and assistance to investigators in the interpretation of funding agency regulations and requirements.
- Serve as a liaison between investigators, granting agencies and ARNTD.
- Prepare and compile all components of each grant submitted, ensuring that the proposal is formatted, packaged, and submitted in accordance with granting agency requirements.
- Advise and/or assist as appropriate in the design, formatting and preparation of grant documentation, to include creation of computerized statistical summaries and/or graphics.
- Develop and maintain specialized databases and systems for recording and tracking grant proposals, awards, and related statistical information; create and distribute standard and special reports, studies, summaries, and analyses, as required.
- Develop and maintain a library of reference documentation, including such information as funding agency requirements and forms, investigator profiles and curriculum vitae, abstracts and reference literature, and other pertinent material.
- Provide advice and guidance to researchers on the application of grant funding policies, regulations, and procedures; facilitates and support the research and identification of funding opportunities on behalf of investigators, as appropriate.
- Monitor and coordinate the administration of post-award grants to ensure that budgeting and administrative policies, procedures, and agency requirements are being followed; manage administrative problems and/or budget changes occurring during the awarded granting period.
- Maintain currency of knowledge of grant funding policies, regulations, and procedures; disseminates and/or presents changes to departments and advise on the implementation of changes and on the impact of changes on funded operations.
- Perform miscellaneous job-related duties as assigned.
- Ensure that tasks are carried out smoothly within the area of responsibility assigned by the ED.
- Liaise with ARNTD members and KCCR in a service-oriented manner on behalf of the ED and the Management Board (MB)
- Maintain a helpful attitude to ARNTD MB, members and KCCR staff, ensuring that the office creates a professional impression with international standards
- Communicate efficiently with individuals, offices, and/or institutions with which the ARNTD secretariat maintains regular contact
- Represent ARNTD in meetings and other forums where necessary

## **B. Tasks**

### **1. Scientific**

- Serve as a liaison between the Secretariat and the ARNTD membership
- Assist with preparing calls for funding, writing and evaluating research proposals
- Provide research support to the ED
- Implement programs and coordinate the work between ARNTD members and phases of research for maximum efficiency and progress
- Draft manuscripts and prepare scientific reports
- Support the development of policies and procedures to guide the operations of the ARNTD
- Be involved in research design, data collection and analysis where necessary

### **2. Administrative**

- Collect and maintain detailed and well organized hard and electronic records of ARNTD documents, communications and operations/activities in line with KCCR 's filing rules and international standards
- Liaise with the ED to maintain and manage his calendar and that of the secretariat
- Update and follow-up on delegated tasks to ensure progress towards meeting deadlines
- Compose correspondence/reports for own or ED's dispatch and take minutes during meetings
- Support the compiling and maintaining of a detailed database of all ARNTD members and various categories of affiliates/friends
- Maintain and update a database of persons/companies that provide service to the ARNTD secretariat (e.g. internet, phone etc.)
- Ensure that all ARNTD administrative procedures are in conformity with KCCR procedures based on the MOU signed between KCCR and ARNTD, and with the laws of Ghana
- Ensure the office is routinely stocked with regular office supplies and that equipment is functioning properly
- Assist ED and SO with the preparation and management of budgets

### **3. Travel (for ED, SO, Management Board Members and ARNTD members)**

- Process applications, visas and other necessary permits required by government and other institutions in the host/destination country and other official agencies
- Make domestic and international travel and accommodation searches and arrangements, including purchasing of tickets, booking of hotels, arranging pickups etc.
- Provide all the necessary information and advice for inbound/outbound travel
- Prepare itinerary, trip file and supplies, expense report tools, and complete expense reports after trip

### **4. Event management**

- Organize and coordinate planning, holding and documenting of ARNTD meetings, workshops, seminars, conferences and other events in coordination with the ED, Management Board and any planning committee that might have been set up towards the event
- Provide travel and other logistical support to ARNTD members towards meeting/conferences

### **5. Other duties/additional tasks**

- Perform other scientific/administrative duties and tasks at the request of the ED

## **C. Required qualifications, competences and experience**

### **Qualifications**

- Masters level degree in a scientific field (basic science, bio-medical, public health)  
or
- First degree in a scientific field (basic science, bio-medical, public health) with Masters level degree in social science, communication, business administration, or related field
- *In summary, the applicant must possess the skills and experience required to carry out the tasks listed in Section B*

### **Professional experience**

- Compelling evidence of experience and exposure to international discourse, health and related research and administration

### **Other knowledge, skills and abilities required**

- Good research and writing skills
- Outstanding communication skills
- Good working knowledge of ICT technologies
- Database management skills.
- Ability to make administrative/procedural decisions and judgments
- Confidential handling of information
- Strong work ethic and flexibility
- Willingness to develop skills as required by the tasks to be performed as assigned by the ED
- Knowledge of either French or Portuguese would be a strong advantage

### **D. Remuneration**

- Contract-based (1-year renewable) and highly competitive (*relative to Government of Ghana standards*)
- We recommend that only individuals based in Ghana should apply. Non-Ghanaians based in Ghana are encouraged to apply, but must be in possession of a valid work permit

### **E. How to apply**

- Email the following to: The Head of Administration, KCCR, KNUST, (e-mail: [info@kccr.de](mailto:info@kccr.de) and copy [secretariat@arntd.org](mailto:secretariat@arntd.org)) no later than 20<sup>th</sup> February, 2017, 17:00 GMT:
  1. An application letter
  2. A detailed CV including the contact numbers and/or email addresses for three referees
  3. A writing sample (at least 2 pages)
- Only applicants meeting the requirements will be shortlisted and contacted for an interview.