

CAREER OPPORTUNITY

Applications are invited from highly motivated candidates for a position of **RESEARCH ADMINISTRATOR** of research office, based at Institute of Psychiatry, Benazir Bhutto Hospital, Rawalpindi Medical University, Rawalpindi. The required qualification and job description for the post is given below. The applicants must submit their applications along with their CVs, to the email ID impactoppakistan@gmail.com by 9th January 2022. In case of any queries, please feel free to contact at the following number:

Dr Fatima Khurram, Research Administrator & Coordinator, IOP:03335507154

Job Description

Job title

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| Research Administrator at Institute of Psychiatry, Benazir Bhutto Hospital, Rawalpindi Medical University, Rawalpindi. |
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Job summary

Contract type: Fixed term for 24 months

Probation period: 1 year

Salary: Salary ranges from PKR 1,080,000 to PKR 1,320,000 per annum depending on the level of qualification and experience of the selected candidate (with 10% Annual increment)

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

Based at: Institute of Psychiatry, Benazir Bhutto Hospital, Rawalpindi Medical University.

Introduction

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| <p>The Institute of Psychiatry is an Academic Unit of Rawalpindi Medical University and a Tertiary Care Mental Health Facility at Benazir Bhutto Hospital, Rawalpindi, Pakistan. The Institute of Psychiatry is a hub mental health and multimorbidity related research programmes in the region with a long standing multi-sectorial collaborations with both national and international organizations in various research projects; hence this is an exciting opportunity to join an international research team conducting world-class research and to develop your career in administration of global health research projects.</p> |
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| <p>The post-holder will be part of a multidisciplinary group of health professionals and researchers and will benefit from supervision from leading experts in the field. The post will be based with the Institute of Psychiatry, Benazir Bhutto Hospital, Rawlapindi. You will be administrating the research programmes that are in progress, or will commence in the meanwhile at the Institute, working regularly under the line management of Programme Managers of the respective research programmes.</p> |
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Main purpose of the role

To carry out a range of administrative processes, in order to facilitate the smooth running of an administrative service for the research programmes at the Institute of Psychiatry, Rawalpindi.

Key responsibilities

Role holder will be required to undertake some or all of the duties below as per requisition of various research programmes:

1. Carrying out administrative processes and managing day-to-day office operations of research office in a seamless manner.
2. In line with the necessities of the research programmes, contributing to modifications or development of office administrative systems and procedures, whenever required.
3. Warranting controls and measures to ensure accuracy and timeliness of the research programmes.
4. In a timely and efficiently manner, acquiring, recording, analysing and interpreting all the information pertinent to the research programme, to compile detailed summary reports, monthly/quarterly/annual reports of IOP and to disseminate them to the collaborators, lead organization, stakeholders, community advisory panels and/or funders.
5. Applying a good working knowledge of departmental/ service administrative systems to answer queries and resolve problems from local and international team members.
6. Administrating logistics to ensure that the research office is stocked with necessary supplies, and all that all equipment is working and properly maintained.
7. Ensuring the inventory and asset management related to the research programmes.
8. Providing effective and efficient administrative support to senior research management, including the co-ordination of diaries, arranging internal and external virtual as well as face to face meetings,
9. Efficiently recording, compiling and disseminating the agendas, meeting minutes and related documents of all meeting sand ensuring the timely dissemination of information to the appropriate people.
10. Organising, booking travel, subsistence and accommodation arrangements for all the events related to the research programmes like conferences, meetings, field visits, annual events, stakeholders' events, community advisory panel meetings etc.
11. Organising and providing logistical as well as administrative support for all aspects of conferences, meetings, field visits, team visits, annual events, stakeholders' events, community advisory panel meetings etc.
12. Drafting, printing and developing research programme related documentation (its process, activities, outcomes and events) using different media eg newsletters, panaflex, posters, info graphics, leaflets, pamphlets, literature, research materials, ethical board applications, progress reports, conference presentations etc

13. Monitoring income/expenditure against a service-related budget; managing and maintaining a relational database(s).
14. Assisting in maintenance of the department's webpages, WhatsApp groups, twitter accounts and updating content as required.
15. Processing procurements, purchases, requisitions, invoices and orders on regular basis, making effective use of institution's financial and administrative process as required.
16. Supervising supporting staff for office cleaning as well as maintenance management.
17. Preparation of MOU's, vendor agreement/contracts, work orders, purchase orders and collating quotations.
18. Ensuring effective implementation of the human resource policies, managing and maintaining HR database(s).
19. Preparing contracts, extension addendum, termination letters and experience certificates.
20. Providing assistance in development of communications material.
21. Proficiently typing and recording research administration related documents in Microsoft Office (Word, Excel, Access, PowerPoint), creating backups in google drives and hard drive.
22. Maintaining close liaison with mass media to for facilitating media/ photo coverage/video developments and keeping record of all photo reports
23. Performing any other tasks or responsibilities that fall within the scope of the job, as allocated by the line manager/supervisor following consultation with the post holder.

| Person specifications | Essential |
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| Qualifications | |
| Masters level educational qualification, (preferably master in public administration/business administration or areas relevant to administration) or higher level educational qualification in areas relevant to administration. | Essential |
| Knowledge | |
| Thorough knowledge of administrative procedures and processes used in a busy office within a large complex organisation | Essential |
| Thorough Knowledge of a full range of MS office applications, particularly Word, Excel, Access, PowerPoint, and on-line media | Essential |
| Knowledge of office accounting processes | |
| Skills, abilities and competencies | |
| IT skills with the ability to use Microsoft Office, particularly Word, Excel, Access, PowerPoint, and the ability to create and maintain web pages and online media | Essential |

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| Ability to effectively organise and prioritise own work, work alone or as part of a team, and follow procedures in order to produce work to a high standard, to required deadlines | Essential |
| Ability to communicate effectively in English as well as in local language, with a wide range of people, both orally and in writing. | Essential |
| Numeracy and literacy skills with the ability to monitor income and expenditure against a financial account/ budget and maintain accurate records | Essential |
| Competent in the design and production of a range of information and promotional documentation and literature | Essential |
| Ability to service meetings, prepare agendas, and take and transcribe minutes in advanced/proficient English | Essential |
| Competent in diary management, with the ability to plan and organise meetings, visits, small scale events, workshops and conferences | Essential |

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| Experience | Essential |
| Experience of working in an administrative role in a busy office within a large complex organisation | Essential |
| Experience of analysing data and presenting summary information in a clear and concise format | Essential |
| Experience of organising events and meetings (virtual as well as face to face) | Essential |
| Experience of using travel/accommodation bookings | Essential |
| Personal attributes | Essential |
| Attention to detail and commitment to high quality and high standards of accuracy | Essential |
| Collaborative ethos | Essential |
| Able to work flexibly, under pressure and to tight deadlines | Essential |
| Positive and professional attitude to colleagues and relevant community | Essential |
| Willingness and ability to work proactively and professionally with colleagues in other work areas/institutions | Essential |
| Ability to plan and prioritise own work in order to meet deadlines, | Essential |
| Ability to respect/maintain confidentiality and treat sensitive issues with tact and diplomacy | 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 |