

Job Title: Research Assistant (PM+) for the Global Health Research on Mental and Physical Comorbidity

Location: Institute of Psychiatry, Benazir Bhutto Hospital, Rawalpindi

Expected Salary: Salary will be commensurate with qualifications and experience

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

Duration of Post: 1 year, extendable subject to performance and funding availability

Probation Period: 6 months

1. Role Summary

We are seeking a motivated **Mixed Methods Research Assistant** to join our research team at the Institute of Psychiatry (IOP), Rawalpindi, under the IMPACT Research Office. The IOP has multiple collaborations with national and international partners across a range of mental health research initiatives.

The Research Assistant will join the Global Health Research Team on Mental and Physical Comorbidity, working across multiple projects in collaboration with the University of York and Hull York Medical School, with primary responsibilities towards Problem Management Plus (PM+), a WHO-recommended psychosocial intervention, under the NIHR Global Health Research Programme – Centre for IMPACT.

The Research Assistant will play a key role in supporting the implementation, coordination, and evaluation of ongoing global mental health research initiatives. This position is particularly suited to candidates with an interest in global mental health, implementation research, and psychological intervention delivery within low-resource settings.

2. Key Responsibilities

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

- Support mixed-methods research activities including interviews, focus group discussions, key informant interviews, and surveys.
- Assist with qualitative and quantitative data collection, transcription, management, and preliminary analysis.
- Maintain accurate screening, recruitment, and implementation logs where applicable.
- Conduct literature reviews and synthesize findings relevant to the programme.
- Support the delivery, training, and supervision of psychological interventions.
- Monitor fidelity, competency, and adherence to project protocols under supervision of the study team.
- Liaise with clinicians, supervisors, trainees, and stakeholders to facilitate smooth implementation.
- Contribute to monitoring and evaluation by tracking training progress, service uptake, and implementation outcomes.
- Undertake cross cutting responsibilities including supporting ongoing clinical trials in the IMPACT Office, IoP as and when required.

- Maintain secure and confidential research records including consent forms, logs, and databases.
- Ensure compliance with ethical standards, institutional SOPs, and regulatory requirements.
- Support the preparation of monthly, quarterly, and annual reports for collaborators, stakeholders, and funders.
- Draft research outputs including presentations, policy briefs, dissemination materials, and communication content.
- Record and disseminate meeting agendas, minutes, and related documentation in a timely manner.
- Organize and provide logistical support for trainings, meetings, stakeholder engagements, community advisory panel meetings, conferences, and field visits.
- Undertake additional responsibilities within the scope of global health research on mental and physical comorbidity

3. Required Qualifications

- Bachelor's degree in Psychology, Public Health, Nursing, Social Work, Social Sciences, or a related field.
- Demonstrated interest in global mental health and implementation research.
- Willingness to complete relevant research or Good Clinical Practice (GCP) training.
- If required, willingness to travel to other cities within Pakistan for trainings.

4. Required Skills and Competencies

Technical Skills

- Experience in qualitative and quantitative data collection and documentation.
- Familiarity with data management tools (e.g., MS Excel, electronic databases).
- Familiarity with Canva and ethical use of AI for research purposes

Interpersonal & Communication Skills

- Excellent verbal and written communication skills in English and Urdu.
- Ability to interact respectfully and empathetically with senior stakeholders, mental health specialists as well as individuals experiencing mental health difficulties.
- High level of organization and attention to detail.
- Strong sense of ethics, confidentiality, and professionalism.
- Ability to manage multiple tasks and timelines.
- Proactive, adaptable, and team-oriented approach.

5. Desirable Attributes

- Master's degree in Psychology, Public Health, Nursing, Social Work, Social Sciences, or a related field.

- Proficiency or familiarity with regional/local languages will be considered an asset
- Experience working in community, primary care, or low-resource settings.
- Familiarity with implementation science frameworks and monitoring approaches.
- Experience or training in delivering structured psychological interventions (e.g., PM+, CBT, or similar approaches).

Application Process

Interested candidates should submit:

- Completed RMU application form (<https://rmur.edu.pk/jobs/>)
- Updated CV
Via
 - Email: administrator_rgmo@rmur.edu.pk
 - Subject Line: Name_Research Assistant (PM+)_Application

The Deadline for application is: **11:59 pm, Tuesday, 24th February 2026**

Only shortlisted candidates will be contacted for an interview within one week of application.