

StudyCoordinator (1)

Position Starting:February 2015

Overview:

We are hiring a Study Site Coordinator for the Delhi-based site of an international research study conducted by AIIMS, Delhi in collaboration with St. John's Research Institute (SJRI) Bangalore and the University of California, San Francisco (UCSF). The 5-year "DriSti" study was designed to implement and evaluate an intervention to reduce AIDS stigma among health professionals in North and South India.

Job Description:

This study will implement and evaluate the impact of a culturally-specific intervention developed for nursing students and ward staff in government and private hospitals. The Study Site Coordinator will need to coordinate the Delhi-based team in fulfilling the study objectives. The person will manage the administrative, interviews, intervention, and technical arms of the study in the North India sites. The Study Site Coordinator will be expected to regularly communicate with UCSF, SJRI, and AIIMS staff. The Study Site Coordinator will be supervised by the Bangalore-based Program Manager at SJRI.

Study Site Coordinator tasks

- Coordinate implementation and ongoing execution of the study at the local Northern India sites, as per the study protocol
- Report on a weekly basis, or as needed, to the Bangalore-based study coordinator, the AIIMS co-PI and the UCSF PI
- To serve as study point person for the HR, Accounting, and IEC departments of AIIMS, and to follow all guidelines and procedures laid out by them
- Tracking site-specific study expenditures
- Prepare & submit documentation required for reimbursement of regular study expenditures to AIIMS Accounting
- Supervise AIIMS-based study team members

Required skills

- Previous research experience
- Ability to communicate fluently in English and Hindi (reading, writing, and speaking)
- Outstanding interpersonal communication skills
- Experience with working with various collaborative partners
- Proficient with Microsoft Office
- Comfortable with Android-based Apps (mobile phones or tablets)
- Demonstrated ability to maintain confidentiality of sensitive information
- Ability to maintain a flexible work schedule, and willingness to travel to project sites
- Organized, detail-oriented, and able to handle multiple tasks simultaneously
- Ability to establish rapport and work effectively with individuals of different ethnicities, socio-economic status, caste, gender, and sexual orientation

Preferred skills

- Previous experience coordinating a multi-site research study
- Experience in a study involving electronic devices/mobile devices/online forms for data collection
- Previous leadership role with responsibilities not limited to: supervising data collection, and verification, recording, and signing-off on day-to-day activities of team
- Previous experience maintaining electronic devices (updates, upgrades and troubleshooting basic network issues in close co-ordination with the IT support team).

Language skills

- Fluency in English & Hindi (reading, writing & speaking)

Educational requirements:

- Master's degree in an appropriate social science discipline (e.g. Social Work, Psychology, Counseling, etc.) or equivalent

Salary: Per AIIMS salary scale

Interested candidates may send their Resume to: