

**“The CONTROL (COgNitive Therapy for depRessiOn in tubercuLosis treatment) programme
of research to improve outcomes for depression and TB in Pakistan and Afghanistan”
(PhD2021CONTROL)**

The Office of Research Innovation and Commercialization, Khyber Medical University (KMU) is inviting applications for the following positions, on a full-time basis. The successful candidates will be part of the CONTROL (COgNitive Therapy for depRessiOn in tubercuLosis treatment) and will be supervised by senior academics from the research programme. The programme is funded by a NIHR Research and Innovation for Global Health Transformation award.

Project Details

Mental disorders specially depression is common with Tuberculosis (TB) in Low- and Middle-Income countries. Among TB high burden countries, Pakistan is ranked fifth. TB situation in Afghanistan is even worse due to ongoing conflicts. Almost half of the TB patients suffer from depression as comorbidity. TB and depression as comorbidities increase the risk of poor outcomes for each other. Depression increases the risk of poor adherence to anti TB treatment which can lead to Multidrug resistant TB (MDRTB). The aim of this four years project is to develop and test a psychosocial intervention for treating depression in TB and improving adherence with anti TB treatment (ATT).

POST DOCTORAL FELLOW

Job Information	
Position Title	Post-Doctoral Fellow
Category	Post-Doc
Program Area	Research Program
Location	Peshawar
Overall Purpose	
As a team member of the Research Project, contribute quality research outputs and conceptual support to projects with the guidance of the project leader within the bounds of the research project	
Qualifications	
<ul style="list-style-type: none"> ➤ A doctoral degree in the Public Health, or the recognized equivalent terminal degree, or the foreign equivalent is required. ➤ Individuals in this classification will have three years of research experience in their field of study. 	
Responsibilities	
<ul style="list-style-type: none"> ➤ The incumbent will be employed to carry out advanced directed research to achieve the objectives of the research project ➤ At the time of employment, the responsible principal investigator or co-investigator will establish the professional objectives and performance standards for the incumbent and will make annual evaluations ➤ Prior assignment as Teaching or Graduate Assistant is expressly permitted. ➤ The appointment is expected to be both full time and part time based on project scope ➤ Conduct research activities in support of broad-based/longitudinal research projects, ensuring consistency with established methodological approaches and completeness of documentation ➤ Duties assigned to this title will require an in-depth knowledge of a specialized field, process, or discipline and may involve organizing and implementing research plans, development of methods of research, testing and data collection, analysis and evaluation. ➤ Development of reports, ensuring conceptual relevance, comprehensiveness, and currency of information adhered to project timeline. ➤ Incumbents are more likely to also engage in the manuscript writing and publication in journals, oral presentation during meetings, and may attend conferences and seminars. 	

- Incumbents may also be required to supervise or guide junior research staff.
- Communicate to Programme/Project team developments/progress and results of research activities ensuring that relevant information and issues in the implementation of research project are captured in as comprehensive and timely manner as possible
- Develop collaborative links with core scientific personnel in related programme areas to gain exposure to, and build knowledge on research activities and approaches, in order to subsequently improve conceptual development and implementation of existing programmes
- Postdoctoral fellow will assist the Principal Investigator in the research and project activities.
- The incumbent will independently and/or with colleagues conduct research and ensure that it is appropriately conducted following the policies and procedures approved.
- The duration of postdoctoral appointments will be limited to 2 years extendable to 3 years based on project outputs.

Research Project Manager / Coordinator

Job Information	
Position Title	Project Manager / Coordinator
Category	Research Project Support
Program Area	Research Project
Location	Peshawar
Requirements / Pre-Requisites	
<ul style="list-style-type: none"> ➤ Age: 30– 45Yrs ➤ MHR/MPH/ MS/MPhil Epidemiology or equivalent in Medical/health related fields in order of priority ➤ Preference will be given to health professionals having experience of working in research settings. ➤ 3 – 5 years of research/administrative experience in organizations of good repute ➤ Excellent communication and interpersonal skills. ➤ Proficiency in MS Office and SPSS is must. 	
Job Description	
<ul style="list-style-type: none"> ➤ Assistance to the Principal Investigator (PI), in achievement of the overall goals and objectives of the project. ➤ Manage and track budgets and resources to assure efforts are in compliance with project/study guidelines ➤ Assist in the coordination of all protocol, procedure, and training sessions ➤ Oversee regulatory compliance issues such as tracking and recording protocol-specific certifications, Institutional Review Board and other administrative approvals, etc. ➤ Ensure specifications and source documentation are obtained for all work plans from external organizations ➤ Handle close out of studies ➤ Ensure statistical and data management reports are generated and distributed in a timely manner ➤ Oversee updates of manual of operations, data collection forms and websites associated with project/study ➤ Coordinate meetings, phone conferences, minutes and presentations for project at all the levels 	

- Coordinate project documentation, conflict of interest, and copyright forms for manuscript submissions
- Organize, support, and provide follow-up to steering committees and other project personals
- Interfaces with multiple levels of the project and external entities to establishes and maintains collaborative relationship with administrators, faculty, and staff to advise, facilitate, and/or train in the essential elements of the project
- Assist in writing scientific papers for publication
- Human resource management
- Periodic and annual reports preparation
- Organize workshops, conferences, trainings and other related academic programmes/trainings sessions
- Participate in teaching and training at all levels

Communication Manager

Job Information	
Position Title	Communication Manager
Category	Admin
Program Area	Research Program
Location	Peshawar
Overall Purpose	
To increase the reach, impact and visibility of the project through the delivery of high value and influential communication, locally and internationally, thereby significantly contributing to the development of communication collaterals with all stakeholders and principal investigators.	
Requirements / Pre-Requisites	
<ul style="list-style-type: none"> ➤ Age 30-45 years ➤ At least Master's degree in social sciences, public health or media & communication studies recognized by Higher Education Commission (HEC) ➤ Minimum 2 years' experience in a well-reputed organization ➤ Preference will be given those who have experience of working in medical/health settings and projects. ➤ Fluency in English, strong oral and written communication skills, and capacity to communicate effectively with project personals. ➤ Strong management and communication skills demonstrated by evidence of working with high performing teams that contribute to project's objectives and show resilience in the face of changing communication priorities ➤ Demonstrated understanding of new and emerging communications technology and their effective utilization for the project's deliverables 	
Job Descriptions	
<ul style="list-style-type: none"> ➤ The incumbent will be responsible to develop and deliver creative communication strategies, plans and approaches to help project team. ➤ Define key performance indicators for each communications channel. ➤ Determine strategic communications plan that will help further project's goals ➤ Plan communication strategies for both internal and external audience and stakeholders ➤ Create internal communications protocols and initiatives that will foster field staff and team moral. 	

- Oversee the creation of communications collateral to ensure that it is consistent with the project scope
- Plan and implement direct communication approaches including personalisation of messages, its measurability; and segmentation
- Develop a digital communication strategy in conjunction with co-leads and PIs
- Performance and communication management of field staff t working across multiple work plans and locations. Inspiring, motivating and supporting staff so that they are thinking and acting at their best
- Support the professional development of the staff to continuously develop communication skills and expertise and support career development aspirations.
- Ensure the values of participation, partnership, sustainability, social responsibility, cost effectiveness, transparency at all communication channels

Communication Officer

Job Information	
Position Title	Communication Officer
Category	Admin
Program Area	Research Program
Location	Peshawar
Requirements / Pre-Requisites	
<ul style="list-style-type: none"> ➤ Age: 25-35 years ➤ Master's or equivalent qualification in Communications and information management, Journalism and mass media. ➤ 3 -years' experience in a similar role ➤ Prior experience working on multi-stakeholder projects ➤ Previous work experience in science communication, especially in relation to public health, and health data is highly desirable ➤ Experience in handling live social media during events ➤ Fluency in English 	
Responsibilities	
<ul style="list-style-type: none"> ➤ The incumbent will be responsible to participate in research activities identified and defined in the project under communication manager ➤ Project Communication Management ➤ Daily, promoting projects visibility through digital communications channels, by developing relevant and interesting content ➤ Producing articles on projects updates ➤ Coordinating, where needed, the delivery of projects periodic newsletters ➤ Managing communications for major projects events ➤ Translating technical and scientific project content into lay language ➤ Content and platform coordination ➤ Maintaining, where needed, projects web-platforms ➤ Coordinating and uploading content on the web-platform on an on-going basis ➤ Reviewing the timeliness of updates, accuracy of content uploads and periodically ➤ Reviewing its overall content and impact, to advise on additional areas of content that may be needed 	

- Contributing to ensure a coherent communications strategy and messages with project Communications Team
- Administrative tasks (tenders and administrative procedures in line with project policies)
- Undertaking other duties to meet the needs of the department and the organisation
- Excellent interpersonal, communication, and problem-solving skills
- Demonstrated ability to work effectively in multi-stakeholder teams, delivering through and with others

Administrator

Job Information	
Position Title	Administrator
Category	Admin
Program Area	Research Program
Location	Peshawar
Requirements / Pre-Requisites	
<ul style="list-style-type: none"> ➤ Age: 30-45 years ➤ Must hold a MPhil/MS/Masters degree in health sciences, public health, epidemiology, social and behavioral Sciences or equivalent degree from PMC/HEC recognized university ➤ 3 -years' experience in a similar role ➤ Prior experience working on multi-stakeholder projects ➤ Fluency in English 	
Responsibilities	
<ul style="list-style-type: none"> ➤ Coordinate activities throughout the project to ensure efficiency and maintain compliance with company policy ➤ Supervise members of the administrative staff, equally dividing responsibilities to improve performance ➤ Manage agendas, travel plans and appointments for upper management ➤ Manage emails, letters, packages, phone calls and other forms of correspondence ➤ Support bookkeeping and budgeting procedures for the company ➤ Create and update databases and records for financial information, personnel and other data ➤ Track and replace office supplies as necessary to avoid interruptions in standard front office procedures ➤ Submit reports and prepare proposals and presentations as needed ➤ Assist colleagues whenever there is an opportunity to do so ➤ Any other task or responsibility assigned 	

Data Manager

Job Information	
Position Title	Data Manager
Category	Admin
Program Area	Research Program
Location	Peshawar
Requirements / Pre-Requisites	
<ul style="list-style-type: none"> ➤ Age: 25-40 years ➤ A Master's degree in Biostatistics, computer or management sciences and public health or related field ➤ Strong conceptual and analytical skills. ➤ Experienced in health project data management ensuring consistency and integrity of data ➤ Command on statistical software ➤ Familiarity with current research methodologies and data management protocols ➤ Capability to manage, multiple tasks and meet stringent deadlines and ability to work well in teams 	
Responsibilities	
<ul style="list-style-type: none"> ➤ The incumbent must develop and designs methods and procedures for collecting, organizing, interpreting, and classifying information for input into computer and retrieval from computer ➤ Consults with and advises project team on the use and interpretation of data; collaborates as appropriate with research team in the structuring and development of data requirements. ➤ Performs needs assessment activities and works with other project personnel to determine feasibility of development of new databases and/or enhancements or modifications to existing databases. ➤ Develops specifications for data capture and input; monitors input to ensure consistency, quality, and integrity of data. ➤ Provides technical assistance and training to department personnel in the use of standard software packages, and on-line information systems. ➤ Prepare data analysis listings and activity, performance, or progress reports ➤ Process project's trial data including receipt, entry, verification, or filing of information. 	

- Prepare appropriate formatting to datasets as requested.
- Design forms for receiving, processing, or tracking data.
- Write work (data related) instruction manuals, data collection and processing guidelines, or standard operating procedures.
- Read technical literature and participate in continuing education or professional associations to maintain awareness of current database technology and best practices.
- Principal investigator will have the authority to extend or cancel the contracts based on performance of the candidates

Data Analyst

Job Information	
Position Title	Data Analyst
Category	Academic
Program Area	Research Program
Location	Peshawar
Requirements / Pre-Requisites	
<ul style="list-style-type: none"> ➤ Age: 25-40 years ➤ The applicant must have completed master (18 years) degree in Health Research/ Public Health/ Epidemiology/ Psychology/ Psychiatry /Social sciences ➤ Prior experience in qualitative and quantitative Data Analysis will be preferred ➤ Experience of SPSS, Stata, NVivo and MAXQDA or any other well-known software's. ➤ Ability to work independently, in a structured manner and in a team ➤ Advanced verbal and written in English language skills ➤ Strong academic and Research record is necessary ➤ Willingness to field visits. ➤ Ability to deliver work on time. ➤ Good knowledge of research ethics and research work. 	
Responsibilities	
<ul style="list-style-type: none"> ➤ Records maintenance skills. ➤ Ability to gather and analyze data and generate reports. ➤ Ability to communicate effectively, both orally and in writing. ➤ Ability to prepare research reports and proposals. ➤ Ability to design and implement systems necessary to collect, maintain, and analyze data. ➤ Ability to utilize computer software. ➤ Skill in the use of personal computers and related software applications. ➤ Knowledge of research methodology, principles, and procedures. ➤ Develops data collection instruments; develops and utilizes instruments and methods for the evaluation and quality control of research or operational data. ➤ Collects, analyzes, interprets, and summarizes data in preparation for generation of statistical and analytical reports. ➤ Maintains computerized collection and tracking of relevant data. 	

- Utilizes specified statistical software to analyze and interpret research data, as appropriate to the individual position.
- Maintains appropriate records of research methods and results.
- Designs and/or develops specific databases for collection, tracking, and reporting of research data, as appropriate to the position.
- May participate in or initiate proposal writing and funding searches; may develop and/or present training programs in field of expertise.
- May provide a variety of professional, fiscal, administrative, and/or clerical services to department.
- May lead, guide, and train staff/student employees, interns, and/or volunteers performing related work; may participate in the recruitment of volunteers, as appropriate to the area of operation.
- Performs miscellaneous job-related duties as assigned.
- The contracts will be based on the intellectual abilities of the candidates
- Principal investigator will have the authority to extend or cancel the contracts based on performance of the candidates
- ORIC, KMU owns the data and using or disseminating the data for any purpose without permission from the office is illegal.
- KMU will not be responsible for any harms, claims or damage.