

Job Details

Job Title:	Mental Health Research Assistant	
School/Dept:	Department of Research and Corporate Governance	
Grade:	Fulltime	
Appointment period:	1-year fixed term contract (with scope to extend for 2 more years)	
Current Location:	Millennium University – Blantyre campus	

Job Context

The consequences of not addressing young people's mental health conditions extend to adulthood, harming both physical and mental health and limiting opportunities to lead fulfilling lives as adults. Mental health literacy is foundational for mental health promotion, prevention of mental illness, stigma reduction and care. Most young people spend most of their time in educational settings. This makes universities one of the ideal settings to implement mental health promotion activities for young people.

The ***Implementation of a mental health literacy e-curriculum in Malawi universities (MHLeC)*** project is a 4-year research study funded by the African Academy of Sciences as part of the African Research Initiative for Scientific Excellence (ARISE) scheme. This project is looking to increase mental health literacy in educational settings in Malawi. We have developed an e-curriculum focused on increasing mental health literacy which we plan to deliver to first year university students across Malawi. This project aims to assess implementation of this e-curriculum in Malawi universities within a feasibility trial.

Job Purpose

To coordinate and facilitate delivery of the day-to-day activities for the MHLeC study. This will involve participant recruitment, collection of consent forms and general research data from study participants to the main study site e.g., the MHLeC study team office at Millennium University. A big part of the project involves public engagement, therefore having strong communication skills is crucial to this role as the work involves multiple stakeholders (e.g., National Youth Council of Malawi, Drug Fight Malawi, local youth groups) based across the country and abroad. You will also assist the study team with organizing stakeholder meetings, delivering the intervention to study participants (university students, community youth groups), securely managing related research paperwork, writing up and publishing study findings.

Main Duties & Responsibilities

Study Recruitment

1. Responsible for sending out invitation letters or advertisement of the study to potential participants and managing follow up telephone calls or emails.
2. Approaching young people about study participation and completing informed consent forms with participants.
3. Setting up and managing study related documents.
4. Completing/updating recruitment and training logs accurately.
5. Report monthly recruitment numbers to study team.
6. Coordinating timelines for project activities (intervention delivery, focus groups, interviews, and community engagement work) with support from MHLeC project manager and PI.
7. Helping with conducting and typing up transcripts of focus group and interviews

MHLeC intervention delivery

1. Coordinating MHLeC training session dates in research sites (universities' campuses) and community group workshop dates with study participants.
2. Facilitating organisation of venues and facilities of MHLeC training sessions.
3. Organising MHLeC training certificates for attendees.
4. Completing recruitment logs and MHL study specific case report forms.
5. Coordinating completion and collection of baselines and follow up measures with study participants.
6. Entering, maintaining, and updating research data on the MHLeC database

Data Management

1. Complete study related forms, paper surveys and transcribe to electronic database accurately.
2. Assist the study team with preparation of the study master file for annual research governance audit.
3. Collect pre & post MHL training assessment data from participants.
4. Ensure consistency of qualitative and quantitative data collection and checking potential errors.

This table lists the essential and desirable requirements needed to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.

	Requirements	Essential / Desirable
Qualifications	Degree in subject relevant to mental health (psychology, social or equivalent research experience)	E
Knowledge,	Experience of working on projects as a team member	E
Skills and	Previous involvement in research studies	E
Experience	IT skills – experience of database entry, spreadsheets and word processors	E
	Experience of using social media – WhatsApp, Facebook, and Twitter	E
	Ability to work online / virtually using applications such as ZOOM or Microsoft Teams	E
	Good communication skills e.g., writing professional emails, presenting project information to participants competently	E
	Ability to organise and prioritise own workload and organise research tasks within the project timetable	E
	Experience of setting up and maintaining a research project file	D
	Previous experience working on feasibility trials and/ or mixed methods research studies	D
	Flexible and punctual across hours of work when required	E
Attitude and	Self-motivated and independent worker	E
	Willing to learn new skills e.g., qualitative interviewing and analysis, online workshop facilitation, public engagement activities	E
	Good timekeeping	E
	Willingness to work and travel between the university and various research sites or community settings as far as duties may require	E
Other	Facilitate lead investigator and MHLeC project manager with writing up and presenting research outputs (publications, seminars, conference presentations)	D

E – Essential: Requirements without which the job could not be done.

D – Desirable: Requirements that would enable the candidate to perform the job well.

METHOD OF APPLICATION

Interested candidates are required to submit the Application including detailed Curriculum Vitae with addresses of three traceable referees to:

**THE VICE CHANCELLOR
MILLENNIUM UNIVERSITY
P.O Box 2797
BLANTYRE**

The applications must reach the University not later than **10th February 2023**. Only applications of shortlisted candidates will be acknowledged.

Submission of Applications is only through electronic mail. A full electronic submission of the application with accompanying materials to be mailed as attachment in PDF or MS Word format indicating the position applied for. [**Click here to Apply.**](#)

Terms of Appointment: Successful candidates will be offered employment on Contract basis and will be mutually agreed.

Remuneration: The University offers attractive remuneration package which is commensurate with one's qualification and experience.