

Job Details

Job Title:	Research Officer (MHLeC Project Manager)	
School/Dept:	Department of Research and Corporate Governance	
Grade:		Full time
Appointment period:	1-year fixed term contract initially (with scope for 2 years extension)	
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.

This post will be based within the Department of Research and Corporate Governance at Millennium University.

For informal enquiries please contact Dr Sandra Jumbe by email: sjumbe@mu.ac.mw

Job Purpose

We are looking for a research officer to join the MHLeC project team. You will support the MHLeC principal investigator (PI) with successful delivery of the day-to-day activities for the MHLeC project and management of the research team. The post presents an exciting opportunity for an ambitious and highly motivated person to develop their own career in a new research environment, joining a department that wishes to grow its methodological expertise, multi-disciplinary research collaborations and commitment to research with high impact on policy and practice.

To fulfil this role, previous experience with research projects, project management, excellent communication and problem-solving skills, outstanding commitment to high quality work and attention to detail are essential.

The main purpose of this role will be to:

- contribute to and/or lead on the setting up of research projects, including research ethics approval processes.
- contribute to and/or lead on the production of research outputs and research outcomes.
- participate actively in the planning and management of research projects, including supervising the work of others and providing expert advice and guidance
- contribute to and/or lead on the obtaining of external research funding
- contribute to the public understanding of research and scholarship

Main Duties & key responsibilities

1. To actively participate in the planning and advancement of research projects. Duties to include: the management of the MHLeC project; the management of other research staff, support staff and research students to ensure that the project is successfully completed and that researchers working on the project are supported in their personal and professional development; management of research resources, ensuring their effective use.
2. Writing or contributing to publications or dissemination of research findings, including public engagement to non-research specialist organisations using appropriate media.
3. Undertaking peer review of research publications as part of your continuous professional development as a researcher.
4. Making presentations at conferences or exhibiting work in other appropriate events.
5. To develop ideas and essential collaborations for application of research outcomes
6. Supporting the PI and other colleagues to design and plan research projects and methodologies.
7. To develop ideas for generating income and promoting the research area, including contributing to the process of securing external funding.
8. Extend, transform, and apply knowledge acquired from scholarship to research and appropriate external activities.
9. Supervise research students and mentor colleagues with less experience, advising on their personal development and supporting them in developing their research skills.
10. Attending departmental meetings as required and undertake appropriate managerial and administrative tasks in connection with the research activity
11. Develop and initiate internal and external working collaborations, and fostering internal and external networks to advance research opportunities and funding sources

MHLeC project tasks

1. Support the PI with writing key project documents e.g., study protocols, information sheets, consent forms, case report forms, etc.
2. Lead on MHLeC project advertisement /promotion with support from the PI
3. Managing timelines for project activities (set up, research sites identification, participant recruitment, intervention delivery, community engagement work, etc) ensuring the research team achieve the targets in accordance with key milestones.
4. Managing research team, ensuring accurate completion, and updating of recruitment and training logs, and outcomes data collected by research assistants.
5. Overall data management: this includes oversight of the MHLeC database, managing the MHLeC master file for research governance and finance audits, and conducting interim data cleaning audits to ensure secure data collection, storage and minimise potential errors.
6. Managing monthly reports on recruitment numbers and updating wider MHLeC project team.
7. Organising MHLeC study team and wider stakeholder meetings

Conditions of employment

The base location is detailed within the advert. Your work location may on occasions be different to your base depending on the role and travel may be required during your employment. Further details will be discussed at interview and detailed in the Terms and Conditions of Employment for the successful applicant.

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	First degree in a health or social science related field	E
	Master's degree in subject relevant to mental health, health research or equivalent research experience	E
Knowledge,	Knowledge and previous involvement of research set up activities e.g., research ethics applications, creating and maintaining a research project file /site file	E
	Knowledge of a range of research techniques and methodologies, including feasibility trials and/ or mixed methods research studies	E
	Advanced and specialist IT knowledge, including use of social media (WhatsApp, Facebook, and Twitter)	E
	Strategies for team building and project management	E
Skills, abilities and competencies	Ability to lead and/or take responsibility for a small research project or identified parts of a large project	E
	Highly developed communication skills to engage effectively with wide ranging audiences, both orally and in writing, using a range of media	E
	Able to manage own workload whilst delegating and maintaining oversight of project delivery so that tasks are completed on time	E
	Ability to work effectively online / virtually using applications such as ZOOM or Microsoft Teams	E
	Ability to develop research objectives, and proposals, and competently conduct individual and collaborative research projects	E
	Ability to persuade and influence project stakeholders	E
	Ability to supervise the work of others, for example in research teams or projects, building and leading a successful team	E
	Ability to write up research work for publication and onward dissemination	E
	Competency to make presentations at national and internationally recognised conferences or exhibit work in other appropriate events	E
	Ability to write up research work for publication and onward dissemination	E
	Ability to identify sources of funding and contribute to the process of securing funds	D
Experience	Evidenced active participation in planning, working on and managing health related research projects	E
	Experience of project management	E
	Successful management of research projects including supervision of the work of others and providing expert advice and guidance to teams	E

Requirements		Essential / Desirable
	Evidence of dissemination of scholarly work which may include: presentation of papers at conferences and workshops; participation in public engagement events to disseminate research; publishing of chapters in text books; publishing of papers; articles or reviews in academic journals or elsewhere; development of websites	E
Personal attributes	Attention to detail and commitment to high quality	E
	Collaborative ethos, with willingness to work proactively with colleagues in other work areas/ institutions	E
	Good timekeeping, flexible and punctual across hours of work when required	E
	Willingness to work and travel between the university and various research sites or community settings as far as duties may require	E
	Commitment to personal development and updating of knowledge and skills both for themselves and the personal development of those they supervise	E

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 clearly 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.