

JOB DESCRIPTION

TITLE : **QUANTITATIVE RESEARCH ASSOCIATE**
UNIT/DEPARTMENT/PROJECT : **RESEARCH AND DEVELOPMENT**
EMPLOYMENT TYPE : **1-YEAR CONTRACT, FULL-TIME**

This vacancy is open until 29 Sep or until the position is filled

I. SUMMARY OF ROLE

Under the supervision of the Research and Development Manager, the Quantitative Research Associate will assist the activities of the Research and Development Division in an end-to-end research project, including research planning, budgeting, implementation, data collection, report development, and research writing. The Research Associate will work on a project to evaluate digital health interventions in primary care settings using a randomised control trial (RCT) in close collaboration with our research partner institutions.

II. ORGANIZATION CHART



III. JOB DESCRIPTION

Responsibilities	Activities	Output
1. Research planning, design, and implementation	<ul style="list-style-type: none"> Supporting Research and Development Manager and the Project Lead in developing research work plans, timelines, and budgeting; Constructing research questions and designing a variety of rigorous research methods and tools for public health research; 	<ul style="list-style-type: none"> Work plans are done in a timely manner; Research designs have recognizable significances; The implementation of research meets the available resources;

	<ul style="list-style-type: none"> ● Obtaining ethical approvals and managing informed consent; ● Ensuring participant confidentiality and compliance with data protection standards; ● Working closely with research consultants, partners, and experts in study planning and implementation. ● Managing randomization procedures and ensuring adherence to trial protocols; ● Monitoring intervention fidelity and addressing any deviations from the trial plan. 	
<p>2. Data collection and analysis</p>	<ul style="list-style-type: none"> ● Working with enumerators and stakeholders in the data collection process; ● Training and supervising enumerators or field staff to ensure quality control and protocol adherence; ● Processing and analysing quantitative and qualitative data using appropriate statistical softwares; ● Preparing questionnaires, presentations, reports, papers, manuscripts, and other documents as needed; ● Searching for and retrieving information from evidence-based sources and online databases to support literature reviews; ● Applying advanced statistical techniques such as intention-to-treat analysis and handling missing data; ● Conducting interim analyses to assess ongoing data integrity and safety. 	<ul style="list-style-type: none"> ● Data collection activities are done as scheduled and follow proper scientific and technical standards; ● All necessary documents and preparations of data collection process are done as scheduled; ● Ensuring any risk and adverse events are reported and addressed appropriately; ● Data analyses are based on well-established evidence; ● High quality of synthesized evidence for reports and research papers;
<p>3. Report and journal article writing and dissemination</p>	<ul style="list-style-type: none"> ● Writing the research project report and/or journal articles; ● Conducting dissemination of the research projects, including coordinating with the relevant stakeholders; ● Supporting the development of program and/or policy recommendations based on the findings of each research projects; ● Ensuring regular reporting to partners and institutional review boards (IRBs) as required. 	<ul style="list-style-type: none"> ● High quality of reports and research papers; ● Dissemination plans are carried out as scheduled; ● Program and/or policy recommendations are shared to internal and/or external stakeholders;

<p>4. Administrative support</p>	<ul style="list-style-type: none"> • Supporting the management, budget disbursement, and other administration of research projects; • Working with relevant departments to ensure all necessary documents of research are completed; • Conducting meetings with external stakeholders. • Corresponding and communicating with external stakeholders on a regular basis. 	<ul style="list-style-type: none"> • Necessary documents and inventories are in place and used properly; • Documents and files are well-managed and recorded. • Communication correspondence on progress update is well-executed.
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IV. WORK RELATIONS

	ROLES/TITLES AND NATURE
INTERNAL	<ul style="list-style-type: none"> • Primary Health Care (PHC) and Strategic Unit (SU) – technical support for scientific research to improve and develop ongoing and future PHC projects and strategic research. • IT Development – technical coordination for the project design, implementation, and evaluation. • Human Resource (HR) – technical discussion and preparations of research such as finding consultants, contracting enumerators, etc.; • Finance and Administration (F&A) – technical discussion and preparations and reporting of research such as budget proposal, materials procurements, financial reports, etc.; • Knowledge and Learning (KL) – technical support for data, information, and report management and usage.
EXTERNAL	<ul style="list-style-type: none"> • Research partners, consultants, and experts – technical assistance for preparation, implementation, and reporting of research; • Enumerators – data collection; • Experts and policy makers – research permission and information related to current/historical conditions/policies.

V. QUALIFICATIONS

A. Minimum qualifications

- A Master's degree in economics, biostatistics, or other related subjects;
- Advanced knowledge in conducting intervention evaluation research with 3 years of experience;
- Having experiences or familiarity of health research and issues in Indonesia is preferred;
- Experienced in research project management;
- Proficient verbal and written abilities in both Indonesian and English at a professional level.
- An advanced skill in statistical software (such as STATA, R, or others) and having a familiarity with quantitative research software.
- Be able to effectively communicate with cross-functional teams. Prior experience in engaging

with the Ministry of Health, Health Offices, Puskesmas, healthcare professionals, and/or health cadres would be an advantage.

- Strong communication skills, both verbal and written, to ensure effective coordination between teams and external parties.

B. Core and Technical Competencies

- Statistical analysis and modelling;
- Data collection and management;
- Trial management;
- Data visualisation;
- Scientific writing;
- Outstanding working quality and organization;
- Excellent analytical skills;
- Great Initiatives and eagerness to learn new knowledge;
- Exceptional academic and formal writing skills;
- Teamwork and collaboration.