

EDUCATION DEPARTMENT OF THE CAMEROON BAPTIST CONVENTION

REPUBLIC OF CAMEROON
Education Secretary
P. O. Box 1, Bamenda
E-mail: educsec2003@yahoo.com



L'ADMINISTRATION DE L'EDUCATION
DE LA CONVENTION BAPTISTE DU CAMEROUN
Ref: No.CBC/ES/BA/222/E-8/Vol.X /2021

EDUCATION DEPARTMENT OF THE
CAMEROON BAPTIST CONVENTION
Date: Friday July 23, 2021

Research Assistant

20-40 hours per week

Work Remotely

Salary depending on location and experience

Job Summary

The focus of this position will be assisting with current research projects, grant, and manuscript writing and editing, and other communications (70%), as well as general research support (30%).

Work Performed

The Research Assistant is responsible for the following, in the context of a global team that primarily researches the effects of scaled educational interventions as well as performing other work in mass media, sustainability, and other determinants of health:

- Coordinate the production of manuscripts, reports, institutional review board documents, research grant applications, abstracts for presentation at conferences and other documents that comply with the research agenda. This includes writing, editing and proofreading project documents.
- Coordinate the submission of grant applications and liaise with different stakeholders to ensure the application process is clear and that team members are made aware of due dates. - Conduct literature searches to research online learning; this includes identifying and collecting relevant documents.
- Perform(s) basic data analysis
- Assist research students and other trainees working with their manuscripts and basic data analysis
- Coordinate research team meetings and other research activities including the arranging of conference and travel arrangements for the team.
- Conduct other general research duties as required

Supervision Received

Receives instructions during orientation and on subsequent new assignments or changes in procedures. Works highly independently under the general supervision of the Chief Executive Officer. Incumbent takes initiative and exercises sound independent judgment within areas of responsibility. Initiates and follows up from brief instructions.

Supervision Given

May be required to supervise work-study students.

Qualifications

Master's degree required and terminal degree preferred. Minimum of 2 years related experience or the equivalent combination of education and experience. Experience with the following is preferred: research experience including grant writing, academic writing, literature searches; knowledge of and experience with public health projects. Ability to effectively use Microsoft Office suite at an intermediate level, including data analysis and display, and ability to use other basic data analytic programs. Ability to navigate the Internet for the purposes of research. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to communicate effectively verbally and in writing. Ability to take initiative and exercise sound independent judgment within areas of responsibility and to initiate and follow up actions from brief instructions. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to establish and maintain effective working relationships with researchers, project managers, staff, volunteers, and other parties as required.

Language:

- English and French

Please apply here: <https://forms.gle/G4oUq9T7mkBj6Arb6>

Nyanganji

Nyanganji Job Indi
CBC Education Secretary / Team Leader

