

## **PROGRAM OFFICER II FOR RESEARCH POSITION DESCRIPTION**

### **ORGANIZATIONAL OVERVIEW**

The Georgetown University Institute for Reproductive Health (IRH) is dedicated to improving the sexual and reproductive health of women, men and youth through a research-to-practice agenda. Our emphasis is on increasing access to and use of family planning, increasing fertility awareness through life-stage appropriate interventions, expanding access to fertility awareness-based family planning methods in an informed choice context, and developing scalable interventions to transform gender norms and catalyze the diffusion of social norms that support FP. Cross-cutting themes in the Institute's work include the diffusion of social norms that support sexual and reproductive health, scale up of innovations, and incorporating gender perspectives in reproductive health. In partnership with a wide range of international and local organizations, IRH conducts research, builds capacity, and provides technical assistance to public and private-sector organizations in lower and middle-income countries and the U.S. Currently IRH is preparing to launch a study of the effectiveness of a smart phone application, Dynamic Optimal Timing. This study will be conducted in the U.S. with the intention of applying results in multiple countries. The Program Officer position described below will support the development and implementation of the Dynamic Optimal Timing study, among other responsibilities. The Institute is supported by grants from federal agencies and foundations.

### **POSITION SUMMARY**

On several projects, the Quantitative Program Officer (PO) for Research will be responsible for conducting research from conceptualization of the research question to dissemination and utilization of results, including the development of the study design protocol, obtaining IRB approval, developing and managing partnerships and data collection and analysis. The PO will provide expertise in quantitative data management and analysis across a range of studies and contexts. S/he will work with IRH staff and collaborating research organizations to monitor, clean and prepare data sets, develop data analysis plans and conduct analysis to inform development of program initiatives, assess their effectiveness and measure scale up. S/he will also ensure all data sets have appropriate documentation to facilitate analysis (e.g. documentation of decisions made during data cleaning and data management including treatment of missing values, variable creation, recoding and renaming, merging data sets; etc.) and careful management of all code files and data sets. The PO will play a role communicating IRH's initiatives through preparation of reports and peer review articles, presentations and representation at meetings and conferences, and participation in/coordination of cross cutting technical working group meetings. S/he will be manage research partners and provide input to data collection, management and analysis. S/he will also make general contributions towards the accomplishment of IRH's strategic imperatives. The PO for Research will report to the Senior Program Officer for Research. International and domestic travel up to 25% may be necessary.

### **ESSENTIAL FUNCTIONS**

1. Conduct and/or provide technical assistance in study design, methods and quantitative data analysis across IRH solutions focusing in areas such as gender, social networks, fertility awareness, and mobile health.
2. Develop procedures and analyses of qualitative data, including the collection, management and team-based analysis.
3. Develop study protocols, for submission to GU and country-specific institutional review boards and monitor compliance with human subject protection procedures.
4. Work together with the Research Director and other staff to coordinate cross cutting research functions and activities such as instrument and data archives, research policies and procedures, IRB coordination and sponsoring opportunities to build staff capacity in research (e.g. application of GIS, data collection using handheld devices, etc.).
5. Promote dissemination and utilization of IRH research and program results through donor reports, institutional publications, peer review journal articles, conference presentations, and social media.
6. Coordinate with and provide oversight to local staff and research organizations working on IRH initiatives.
7. Serve as point person for IRH collaboration in task forces, alliances and business development initiatives and represent IRH at meetings, working groups and conferences.

The ideal candidate will have a successful research track record, including substantial quantitative and qualitative data management and analysis experience and will be comfortable working across multiple country sites and diverse initiatives.

S/he will have experience managing the relationship among multiple partners engaged in research, e.g., interviewers, data managers, implementing organizations. S/he will also have a recognized commitment to empowering individuals and communities to improve their sexual and the capacity to support men and women's reproductive health through increased fertility awareness, ensuring informed choice of a broad range of family planning methods and addressing gender inequality.

## **QUALIFICATIONS**

You are an applied researcher with...

- 2 to 4 years or more of post-graduate experience in research and evaluation in in the areas of sexual and reproductive health (preferred).
- Ability to monitor study data and identify inconsistencies, articulate issues to team members and problem solve solutions within the study team and collaborating organizations.
- Demonstrated experience in qualitative and quantitative data management and analysis, including experience in research-to-practice efforts in the domain of sexual and reproductive health.
- A track record in writing technical reports and peer review articles.
- Excellent ability to manage donor/partner relations and building strong professional relationships and networks with both governmental and non-governmental organizations.
- Field experience in developing country contexts, preferably Africa or Asia.
- Previous involvement with efficacy studies of family planning methods and/or other health services are highly desirable.

You are an effective communicator for both technical and lay audiences, with...

- Excellent written and verbal communication skills; including proposal/study protocol development, abstract preparation and preparation of reports
- Expertise presenting data in diverse formats to communicate results to a variety of audiences including researchers, policy makers and community members.
- A sense of humor; resilience and ability to demonstrate grace under pressure with multiple and shifting priorities

You have leadership skills, with...

- Strong leadership skills in areas such as fostering team work, developing and motivating others.
- Proven ability to work effectively in multi-cultural teams and with technical and administrative staff and consultants
- Attention to detail and strong organizational skills
- High ethical standards and outlook of respect and dignity for all people

Your education, expertise and professional network includes...

- Graduate degree in public health, sociology, demography, or a related field
- Demonstrated ability to analyze data from multi-faceted research initiatives, including quantitative data collection and analysis skills and use of service statistics and other extant data to address research questions
- Track record in peer review publications
- Proficiency in use of statistical analysis packages (e.g. STATA, SPSS or SAS, and AtlasTi) and Excel
- Experience conducting research involving mobile phones a plus
- Experience preparing and managing IRB applications
- Familiarity with maternal and child and reproductive health service delivery and with USAID and international donor community operations

***Please email resume and cover letter to [irhresumes@gmail.com](mailto:irhresumes@gmail.com) with the subject line "Program Officer". Please specify where you found the job advertisement. No phone calls please.***

This position is hired through Development International for the Institute for Reproductive Health, Georgetown University. Development International is an equal opportunity employer.