

Terms of Reference (TOR) for Leptospirosis Project

Position Title: Assistant Research Officer for Bhutan Leptospirosis Project

Duty Station: Medical Education Centre for Research, Innovation and Training (MECRIT),
OOP, KGUMSB, Thimphu, Bhutan

Reporting To: Head, Research and Innovation Division, MECRIT, KGUMSB

Duration of Appointment: Initial contract for 1 year.

Background and Rationale

Medical Education Centre for Research, Innovation and Training (MECRIT) is implementing the Bhutan Leptospirosis Project. The research project is titled “Improving clinical care of leptospirosis in Bhutan through molecular diagnostics, knowledge assessment and introduction of national guideline”.

This project has 3 parts:

Part A: Access to diagnosis

This research project is aimed at describing the incidence, clinical course and outcome of leptospirosis infections diagnosed through RT-PCR.

Part B: Build capacity

This research project is aimed at describing the knowledge, attitude and practice of health workers on leptospirosis.

Part C: Clinical standards

Based on the findings of Part A and Part B, a guideline on clinical management of leptospirosis will be developed by the project team.

This research project is funded by the University of Oxford through the Improving Equitable Access to Healthcare (IEAH): Pump Priming scheme, Grant reference number 0017064, project dates: Start - 01/06/2025, End - 30/11/2026. The fund will be managed by the Medical Education Centre for Research, Innovation and Training (MECRIT) as per the financial rules of the Royal Government of Bhutan and the sponsor, University of Oxford, United Kingdom through a Collaboration Agreement signed between the two agencies with regard to the utilization of the fund for research.

The principal investigators are Dr Thinley Dorji, Medical Specialist at Central Regional Referral Hospital currently heading the Health and Medical Research Centre HMRC, and Prof Paul Newton, University of Oxford, with co-investigators from the Royal Centers of Disease Control (Bhutan), Institute Pasteur (France) and University of Oxford.

Key Duties and Responsibilities

1. Serve as Secretariat for the Leptospirosis project.
2. Liaisoning, communication and coordination with Principal Investigator, University of Oxford and KGUMSB officials on the matters related to the respective research projects.
3. Assist in planning, implementing, and monitoring the Bhutan Leptospirosis Project.
4. Organize in-house meetings and discussions related to the implementation, progress and reporting of Bhutan Leptospirosis Project.
5. Liaise with Ministry of Health and the collaborating hospitals across various districts and other relevant agencies for implementation of the project.
6. Must be prepared to travel to various districts and field for data collection and reports when required.
7. Organized and coordinate capacity building activities such as workshop and training for the health workers.

8. Write and compile administrative and financial reports to be submitted as per the Project requirements.
9. Maintain records, correspondence, and documentation related to the Project.
10. Any issue related to the project will be reported to the MECRIT Director through head of the Research Unit.

Other responsibilities beside the primary duties

1. Participate in proposal development, review, and submission processes in compliance with institutional guidelines.
2. Coordinate meetings, workshops, and review sessions for other research projects.
3. Support development of institutional research strategies, policies, and standard operating procedures.
4. Maintain a central database of ongoing and completed research activities across faculties and affiliated institutions.
5. Assist in organizing research methodology workshops, proposal writing sessions, data analysis training, and dissemination events.
6. Provide administrative and technical support during training, seminars, and conferences organized by MECRIT.
7. Contribute to the preparation of training manuals, modules, and knowledge products.
8. Support collection, management, and analysis of research data using appropriate tools.
9. Assist in developing data management frameworks and maintaining confidentiality of data.

10. Generate analytical reports and summaries of MECRIT research projects for dissemination and reporting.
11. Prepare quarterly and annual research performance reports for MECRIT.
12. Document lessons learned, success stories, and best practices in research and innovation.
13. Support publication processes including manuscript preparation, editing, and submission to journals.
14. Maintain MECRIT's research database, repository, and website content updates related to research and innovation.
15. Facilitate linkages and collaboration with national and international research partners, funding agencies, and stakeholders.
16. Support organization of conferences, research seminars, and knowledge-sharing events.
17. Support budget preparation, fund utilization, and financial reporting for other research projects.
18. Maintain records, correspondence, and documentation related to MECRIT's research programs.
19. Carry out any other task assigned by the Head of MECRIT or the University Research Committee.

Qualification and Experience

1. **Minimum Qualification:** Bachelor's Degree in Public Health, MBBS, Medical Technology, Biotechnology, and other medical, health related field.
2. **Preferred Qualification:** Master's degree or PhD in Biotechnology, Medical Laboratory Technology, MPH, MD (with research and Publication), Epidemiology and other health related disciplines. Considering the relevancy and need of the experts for

the project, highest degree of preference will be given to those with PhD Biotechnology and Medical laboratory Technology.

3. Minimum 2-3 years of experience in research and publication and work experiences in the academic/research institutions.
4. Experience in data analysis, research documentation, and report writing preferred.
5. History of significant contributions to any agencies and universities at present or in the past (Certificates and letter of recommendations or office order).

Tenure:

- Will be appointed in a Position Level 8 (equivalent to P5) on contract for 1 year and extend based on the project extension and availability of fund.
- He/she will be entitled to 30% of the basic pay as contract allowance, and leave as per the existing norms of the University.
- He/she is not entitled to any post-retirement upon completion of the contract period.