

Terms of Reference for Professional Recruitment at Khesar Gyalpo University of Medical Sciences of Bhutan.

A. Background

Khesar Gyalpo University of Medical Sciences of Bhutan (KGUMSB) in collaboration with Vector-borne Disease Control Program (VDCP), MoH will be carrying out the malaria indicator survey 2017. For this activity, the University will be recruiting one Project Director on fixed term contract.

B. Qualifications and pre-requisites of the candidates:

The applicants must fulfil the following requirements/qualifications:

1. Must be a Bhutanese citizen
2. Must have a qualification of Master's Degree and above (Candidates with MPH or equivalent qualifications in health fields and with relevant experience will be given preference)
3. Must have sound research background
4. If currently employed, must submit no objection letter from the employer with the application.

Desirable knowledge:

1. Knowledge and skills in data analysis and statistical soft wares
2. Publications in peer reviewed Scientific journals

C. Responsibilities:

The recruited professional shall, in collaboration with the University and VDCP, be responsible for carrying out following activities:

1. Develop a malaria indicator survey proposal including all guidelines and SoPs
2. Obtain the ethical approval of the protocol from REBH
3. Recruit the enumerators and train them for the survey
4. Ensure the survey is conducted in accordance to good research practices and abide by the local and National regulation and Socio-Cultural practices.
5. Analyze the data
6. Submit the interim and Final report along with raw data to the University
7. Any other related activities assigned by the Director

D. Work place and Supervision:

- The Project Director will work in close collaboration and under direct supervision of the Director, HRP of the Khesar Gyalpo University of Medical Sciences of Bhutan.
- Candidate should be able to travel extensively throughout the country
- Should have his/her personal laptop for carrying out the activity

E. Deliverables and timelines:

1. Develop a malaria Indicator Survey proposal and submit for Ethical approval by end of February.
2. Obtain REBH approval and train the enumerators by end of 30th March 2017
3. Complete the field data collection by 15th May 2017.
4. Analyze the data and submit the final report by 15th June 2017

F. Copy right and intellectual property rights

All the information gathered along with the data collected will be the sole property of the University. The Project Director will not publish or disseminate any information pertaining to the above activity without prior written approval from the University.

G. Contract Period:

- The selected candidate is expected to join with effect from 15th January 2017 and work till 30th June 2017.

H. Designation and remunerations:

- The selected candidate shall be designated as Project Director and paid a monthly salary equivalent to post of the Director in the Royal Government of Bhutan with 30% additional contract allowance.
- The travel and daily allowance will be given as per the financial regulations of the Royal Government of Bhutan for the post of the Director.

I. Selection Process:

- The interested candidates must apply to the Human Resource Section of the Khesar Gyalpo University of Medical Sciences of Bhutan not later than **1600hrs, 30th December 2016**.
- The short listed candidate should report to KGUMSB office at **0900hrs of 6th January, 2017** for selection interview.
- The selected candidate should join office not later than **15th January 2017**.
- The KGUMSB reserves the right NOT to select any candidates if there are no suitable applicants.

For further information please contact Ms Anjana Pradhan at 02-328999; 02-328990 or 02-328997 (Ext: 124) during office hours.