



VACANCIES

GLOBAL INJURY GROUP (GIG) RESEARCH PROJECT

BACKGROUND

Malawi University of Science and Technology (MUST) is seeking highly experienced and qualified professionals to fill the below listed positions available in the Global Injury Group (GIG) Research Project.

1. PROJECT COORDINATOR

PURPOSE OF THE JOB

The Project Coordinator will provide day-to-day coordination and operational support for Global Injury Group research activities in Malawi, ensuring effective implementation of multicentre studies and compliance with ethical, regulatory and sponsor requirements. The postholder will report to the Principal Investigator and will work closely with international collaborators, research staff and participating hospitals to ensure the effective implementation of research activities across multiple work packages.

The role requires excellent organisational, communication, and administrative skills and the ability to coordinate complex, multicentre research activities while maintaining compliance with regulatory, ethical, and sponsor requirements.

DUTIES AND RESPONSIBILITIES

- (1) Coordinate the day-to-day activities of the Global Injury Group in Malawi.
- (2) Coordinate study start-up, site initiation, recruitment and training across participating hospitals.
- (3) Maintain project plans, timelines, trackers, and action logs.
- (4) Prepare and maintain ethics and regulatory submissions and essential documents.
- (5) Support data collection, quality monitoring, REDCap activities and routine reporting.
- (6) Assist with budgets, procurement, contracts and funder documentation.
- (7) Serve as a key liaison with investigators, sites, collaborators and stakeholders.
- (8) Act as the primary administrative liaison between Malawi and international project partners.
- (9) Coordinate dissemination, community engagement and capacity-strengthening activities.

- (10) Support the organisation of project visits, workshops, training events, and stakeholder meetings.
- (11) Coordinate meetings, prepare agendas, and circulate minutes and actions.
- (12) Monitor progress against study timelines and deliverables.
- (13) Support manuscripts, presentations and other research outputs.
- (14) Undertake any other duties appropriate to the grade of the post as required by the Principal Investigator and Global Injury Group leadership team.

QUALIFICATIONS, EXPERIENCE AND ATTRIBUTES

- Bachelor's degree in Public Health, Health Sciences, Nursing, Epidemiology, Social Sciences or other relevant discipline.
- Master's degree, GCP certification, internationally funded research experience are desirable and an added advantage.
- At least three years' experience coordinating health research projects.
- Experience with multicentre studies, ethics submissions and REDCap is desirable and an added advantage.
- Excellent communication and interpersonal skills.
- Excellent organisational and administrative skills.
- Ability to work independently and as part of an international team.
- Proficiency in Microsoft Office applications.

2. QUALITATIVE HEALTH RESEARCHER

PURPOSE OF THE JOB

The Qualitative Health Researcher will lead and support the design, implementation, and analysis of qualitative research within musculoskeletal (MSK) injury and health systems studies. Reporting to the Principal Investigator, the postholder will generate high-quality evidence on patient, provider, and system-level experiences of injury care through interviews, focus groups, and observational methods, and contribute to the interpretation and dissemination of findings. The role also involves coordinating fieldwork activities, ensuring ethical and rigorous data collection and management, and working collaboratively with multidisciplinary and international partners to inform improvements in injury care and health system strengthening.

DUTIES AND RESPONSIBILITIES

- (1) Organise research visits, interviews, observational fieldwork, including contact with potential participants such as patients who have had a musculoskeletal injury and their family members/ carers, healthcare professionals delivering fracture care.
- (2) Carry out qualitative interviews, focus groups and observational fieldwork on experiences of accessing and delivering care for musculoskeletal injuries.

- (3) Translate and transcribe audio recordings according to study protocols.
- (4) Anonymise transcriptions and observational fieldnotes, file appropriately and transfer to researchers at the University of Oxford and Bristol in keeping with policies.
- (5) Analyse qualitative data using established approaches including thematic analysis.
- (6) Contribute to writing articles for peer reviewed journals in collaboration with colleagues.
- (7) Present findings to colleagues and other stakeholders.
- (8) Organise and maintain storage of data in keeping with the NIHR Global Health Group and institutional policies.
- (9) Ensure that study records and outputs are effectively produced and maintained.
- (10) Attend weekly and regular meetings with the in-country and wider study team, using video conferencing technology (e.g. Zoom, Teams).
- (11) If circumstances permit, attend in person meetings.

QUALIFICATIONS, EXPERIENCE AND ATTRIBUTES

- Bachelor's degree in Sociology, Psychology, Anthropology, Health Services Research, Public Health, Health Sciences, Social Sciences or other relevant discipline.
- Master's degree in a discipline relevant to qualitative research.
- The required experience shall include the following:
 - ✓ At least three years' experience in qualitative health research.
 - ✓ Proven experience leading qualitative data collection and analysis.
 - ✓ Experience of organizing research visits, fieldwork, interviews, including contact with potential participants and arranging own travel and diary to conduct data collection.
 - ✓ Experience of transcribing qualitative interviews and/ or focus groups according to study protocols.
 - ✓ Experience in producing written reports of research findings.
 - ✓ Experience in contributing to team meetings, including taking the lead when asked to do so and organising meetings.
 - ✓ Experience carrying out observational fieldwork using observational checklist, taking fieldnotes and writing into full fieldnotes for analysis.
 - ✓ Experience in analysing qualitative data, including coding data and developing themes or categories as appropriate.
 - ✓ Experience working within a collaborative study team to contribute to interpretation of findings.
- Desirable Knowledge shall include the following:
 - ✓ Knowledge of qualitative health research methodologies including study design, data collection (interviews, focus groups, observation), and analysis (e.g., thematic analysis).

- ✓ Knowledge of a range of qualitative data collection approaches (e.g., interviews, focus groups using topic guides).
- ✓ Knowledge of ethical principles and good clinical practice (GCP) in the conduct of health research.
- ✓ Knowledge of qualitative data analysis approaches (e.g., coding, thematic development).
- ✓ Understanding of observational research methods, including structured observation and fieldnote development.
- ✓ Understanding of collaborative research processes within multidisciplinary teams.
- Desirable Skills shall include the following:
 - ✓ Ability to organise and manage research visits, fieldwork, and interviews, including participant engagement and logistics.
 - ✓ Ability to conduct qualitative interviews and focus groups.
 - ✓ Ability to transcribe qualitative interviews and/or focus groups according to study protocols.
 - ✓ Strong organisational and time management skills.
 - ✓ Ability to work independently, using initiative and problem-solving skills.
 - ✓ Ability and willingness to travel to research sites.
 - ✓ Excellent written communication skills in English, with attention to clarity and detail.
 - ✓ Ability to produce clear written reports of research findings.
 - ✓ Ability to contribute effectively to team meetings, including leading when required.

REMUNERATION AND TENURE OF POSITION

The successful candidates for the positions shall be engaged on renewable contracts based on satisfactory performance in line with the MUST's Performance Management System, new job requirements and donor funding. The successful candidates shall receive appropriate remuneration based on MUST's prevailing rates for research projects.

PREVENTION OF SEXUAL EXPLOITATION AND ABUSE

MUST has a zero-tolerance policy on sexual exploitation and abuse. Therefore, applicants for the above vacancies must be willing to abide to the MUST Policy on Prevention of Sexual Exploitation and Abuse.

MODE OF APPLICATION

Interested candidates who meet the requirements for above-advertised positions should submit their applications with an updated curriculum vitae and copies of their academic and professional qualifications by **Friday, 21st August, 2026**.

Applications must be addressed to:

**The University Registrar
Malawi University of Science and Technology
P.O. Box 5196
Limbe**

Applications should be submitted through the MUST Careers website:
careers.must.ac.mw

ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED