Duke-Ruhuna Research Designations and Job Descriptions

1. Chief Research Scientist

➤ Design and implement comprehensive research strategies that align with organizational objectives and have scientific rigor.

➤ Lead the development and execution of research projects from conception to completion, ensuring adherence to timelines and quality standards.

➤ Conduct advanced data analysis and interpret complex datasets using statistical software and methodologies.

➤ Collaborate and coordinate with cross-functional teams to integrate research findings into broader organizational initiatives and communications.

➤ Mentor and guide junior researchers, fostering a culture of innovation and continuous learning.

➤ Prepare and present research findings to internal and external stakeholders, including publications in peer-reviewed journals.

➤ Preparation of guidelines, implement and execute the recommendations and guidance provided by the Heads/ Directors, , ensuring alignment with institutional guidelines, project goals, and research standards

➤ Overlooking all operational activities (Administrative, Financial, Research, and laboratory) of the collaboration that are assigned to the junior staff members.

➤ The Chief Research Scientist carries all duties of a Research Scientist, with additional leadership, oversight, and strategic responsibilities

Required qualifications:

- PhD in a relevant field (e.g., Public health, Molecular Biology, Microbiology, Biotechnology, or a related discipline) with a focus on research methodologies.
- More than 5 years of experience in research project management, including designing and leading complex research studies.
- Proven experience in grant writing and securing funding for research initiatives.
- Proven track record of working with quantitative/ qualitative research methods/ tools, proficiency in statistical analysis software (e.g., STATA, R, Python), and presenting/ publishing research findings in reputable conferences/ journals.
- Proven experience with advanced laboratory analytical/ technical skills under relevant disciplines in an infectious disease diagnostic laboratory.

Preferred qualifications:

- Preference will be given for the candidates who have prior experience working with the Duke-Ruhuna Collaboration with exemplary performance (>80%) during the most recent performance evaluation.
- More than 10 years of experience in research project management, including designing and leading complex research studies.
- More than 10 years of experience working in an international collaborative research environment

2. Research Scientist (Grade I/ II)

> ➢ Coordinate research activities (administrative/ financial, and scientific) to successfully conduct all steps in research
> ➢ Assist in designing and implementing research methodologies, including qualitative and quantitative approaches, conducting literature reviews, and synthesizing information to support ongoing projects.
> ➢ Collaborate with cross-functional teams to ensure alignment on research objectives and outcomes.
> ➢ Oversee and facilitate recruitment, training and data collection of research assistants
> ➢ Maintain accurate records of research activities and contribute to the preparation of research reports.
> ➢ Collect and analyze data using statistical software and other analytical tools.
> ➢ Scientific writing, support in grant applications, prepare and present research findings in a clear and concise manner.

Required qualifications:

- Grade I: MPhil/ MSc degree or BSc degree in a relevant field (such as microbiology, biomedical science, molecular biology, nursing, public health, or a related discipline) with more than 3 years' experience in research or relevant field.
- Grade II: BSc degree in a relevant field (such as microbiology, biomedical science, molecular biology, nursing, public health, or a related discipline).

- Prior experience in a healthcare related research or academic setting, , basic understanding of healthcare related data collection methods and tools, and strong analytical and critical thinking skills.

- Proficiency in English, Microsoft Office Suite (Word, Excel, PowerPoint), familiarity with data analysis software (e.g., SPSS, R, or Python), and tools, and experience with presentation software for effective communication of research findings.

Preferred qualifications:

- Preference will be given for the candidates who have prior experience working with the Duke-Ruhuna Collaboration with exemplary performance (>80%) during the most recent performance evaluation.
- Grade I/ II: More than 5 year of experience in research project management, including designing and leading complex research studies.
- Grade I/ II: More than 5 year of experience working in an international collaborative research environment

3. Statistician (Grade I)

> ➢ Collaborate with research teams to identify and solve statistical challenges.
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> ➢ Design and implement statistical experiments and studies, develop and test statistical models to predict trends and patterns, and advise on data collection methods and ensure data integrity
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> ➢ Consolidating numerical data into databases, use software such as R, STATA, or Python for data analysis, and analyse and interpret complex data sets using statistical techniques.

> Prepare detailed reports summarizing statistical analysis and findings, present research findings to stakeholders and non-technical audiences

> Stay updated with the latest statistical methodologies and trends, and ensure compliance with regulatory and ethical standards in research.

> Assist with devising methodology and conducting statistical analyses for manuscripts and grants in preparation

Required qualifications:

- Grade I: PhD/ MPhil/ MSc degree in a relevant field (such as statistics, mathematics, data science, bioinformatics or a related discipline), and more than 3 years' experience in research or relevant field.

- Familiarity with research methodologies and data analysis techniques, Strong analytical and critical thinking skills, and basic understanding of healthcare related data collection methods and tools.

- Advanced knowledge on statistical theory and methods, including linear and non-linear models, categorical data, and experimental design, proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and data analysis software (STATA, SPPS, R, or Python), and experience with presentation software for effective communication of research findings.

Preferred qualifications:

- Preference will be given for the candidates who have prior experience working with the Duke-Ruhuna Collaboration with exemplary performance (>80%) during the most recent performance evaluation.
- Grade I: More than 5 years of experience in experience in research or relevant field.
- Grade I: More than 5 years of experience working in an international collaborative research environment

4. Project Manager (Grade II)

Project Delivery

> Provide high-level daily support to the CRS/PIs, implement effective programme management processes, and deputise when required.
> Oversee major research, training, and knowledge-exchange initiatives, ensuring delivery to institutional standards, timelines, and budgets.
> Organise project events (collaboration meetings, workshops, seminars), manage publicity, and record/distribute meeting minutes.
> Monitor activities, review risks and progress, and take corrective action to ensure smooth operations.
> Maintain accurate records for effective monitoring and evaluation.
> Support development of research proposals and funding bids.

Operations & Resource Management

➢ Conduct project resource planning and financial analysis, including budget preparation and expense management.
➢ Draft institutional documents and coordinate approvals.
➢ Support strong project governance through managing meetings, workshops, and stakeholder engagements.
➢ Coordinate recruitment of project staff and manage resource allocation, including office space.
➢ Liaise with university administration to meet organisational requirements.
➢ Supervise office assistants.

Communications & Relationship Management

➢ Communicate project status to stakeholders, providing timely updates and escalating issues to CRS/PIs and senior management.
➢ Serve as the primary contact for internal and external partners, ensuring effective relationship management.
➢ Work with the communications team to develop case studies that showcase project outcomes.

Required qualifications:

• Grade II: BSc degree in a relevant field (such as microbiology, biomedical science, molecular biology, nursing, public health, science, agriculture or a related discipline).
• Proficiency in English, Microsoft Office Suite (Word, Excel, PowerPoint)
• Further training or certification on project management (Certified associate in project management -CAPM)
• Exceptional project management and organisational skills combined with a strong attention to detail.
• Ability to communicate effectively and clearly with a wide range of people and audiences at all levels, and able to work on own initiative as well as proven team building and motivational skills.
• Time management, prioritisation and calmness under pressure

Preferred qualifications:

• Preference will be given for the candidates who have prior experience working with the Duke-Ruhuna Collaboration with exemplary performance (>80%) during the most recent performance evaluation.
• Grade II: More than 1 year of experience in research project management.
• Grade II: More than 1 year of experience in healthcare-related research, working in team-based environments, and contributing to international collaborations.

5. **Data Manager (Grade I/ II)**
   - Provide day-to-day high-level support to the CRS/ Project Managers, assisting in the implementation of administrative and financial activities.
   - Design, develop, and maintain data management infrastructure to support research and reporting.
   - Evaluate database structures and system modifications for alignment with project and institutional requirements.
   - Provide secure, documented access to data for researchers, statisticians, and authorized staff.
   - Maintain secure digital and physical data storage systems and ensure timely, authorized access.
   - Manage and support institutional website functionality, troubleshooting issues and coordinating updates with IT teams.
   - Update website content only after obtaining required approvals from the Head/ CRS.
   - Perform data entry tasks when needed to ensure workflow continuity.
   - Supervise data entry staff and conduct regular data quality audits.
   - Develop and maintain SOPs for data handling, archiving, and research data management.
   - Maintain accurate ERC documentation version-wise and send reminders to relevant parties to update the progress
   - Integrate new technologies into existing data systems and recommend improvements to hardware, software, and storage.
   - Ensure strong digital and physical data security across all data management operations.
     - Oversee the data entry assistants/ data cleaning processes and ensure accuracy, completeness, and readiness of datasets.
     - In addition, duties that are listed under the office assistant position when the position is not filled

Required qualifications:

- Grade I: Bachelor's degree in a relevant field (such as social sciences, information management BA or a related discipline) and more than 3 years' experience in research or relevant field.
- Grade II: Bachelor's degree in a relevant field (such as social sciences, information management BA or a related discipline).
- Experience in healthcare-related research, working in team-based environments, and contributing to international collaborations.
- Strong attention to detail, proficiency in English and Sinhala, Microsoft Office Suite (Word, Excel, PowerPoint), experience in working with Redcap database development and management

Preferred qualifications:

- Preference will be given for the candidates who have prior experience working with the Duke-Ruhuna Collaboration with exemplary performance (>80%) during the most recent performance evaluation.
- Grade I: More than 5 years' experience in research or relevant field as a data manager
- Grade I: More than 5 year of experience in healthcare-related research, working in team-based environments, and contributing to international collaborations.
- Grade II: More than 1 years' experience in research or relevant field as a data manager or more than 2 years' experience as a data entry assistant.
- Grade II: More than 1 year of experience in healthcare-related research, working in team-based environments, and contributing to international collaborations.

8. Laboratory Research Scientist (Grade I/ II)

➢ Provide day-to-day support to the CRS/Research Scientists in laboratory operations and testing activities.
➢ Develop and implement laboratory policies, SOPs, and related documentation.
➢ Oversee daily laboratory operations, ensuring safety, accuracy, and timely completion of testing.
➢ Supervise laboratory technicians and research assistants, offering guidance and performance oversight.
➢ Maintain laboratory equipment and supplies, coordinating repairs, replacements, and routine maintenance.
➢ Uphold quality and regulatory standards, including conducting regular safety audits and risk assessments.
➢ Manage inventory, consumables, equipment calibrations, and maintenance records.
➢ Introduce and implement new programs, tests, methods, and instrumentation.
➢ Coordinate with research scientists to align laboratory functions with project goals.
➢ Manage laboratory budgets, procurement, and resource allocation.
➢ Prepare reports on laboratory performance for senior management.
➢ Train and mentor new staff to ensure proficiency with laboratory protocols.
➢ Continuously identify opportunities to improve laboratory workflows and procedures.

Required qualifications:

• Grade I: MPhil/ MSc degree in a relevant field (such as medical laboratory science, microbiology, molecular biology, biomedical science, science, agriculture or a related discipline) and more than 3 years' experience in working in an academic, clinical research, or biosafety level laboratory as a laboratory manager/ scientist or laboratory assistant.

• Grade II: BSc degree in a relevant field (such as medical laboratory science, microbiology, molecular biology, biomedical science, science, agriculture or a related discipline)

• Proficient in English and Microsoft Office (Word, Excel, PowerPoint).
• Strong knowledge of quality and safety practices, LIMS, and advanced laboratory techniques in molecular biology, microbiology, biochemical and immunological assays, analytical methods, instrumentation, bioinformatics, and data analysis.
• Good understanding of laboratory research processes, ethics, and documentation standards.
• Strong organizational and management skills with excellent attention to detail.
• Effective communicator with staff, researchers, external partners, and regulatory bodies.

Preferred qualifications:

• Preference will be given for the candidates who have prior experience working with the Duke-Ruhuna Collaboration with exemplary performance (>80%) during the most recent performance evaluation.
• Grade I: More than 5 year of experience in working in an academic, clinical research, or biosafety level laboratory as a laboratory manager/ scientist or laboratory assistant
• Grade I: More than 5 year of experience in healthcare-related research, working in team-based environments, and contributing to international collaborations
• Grade II: More than 1 year of experience in working in an academic, clinical research, or biosafety level laboratory as a laboratory manager/ scientist or laboratory assistant
• Grade II: More than 1 year of experience in healthcare-related research, working in team-based environments, and contributing to international collaborations.

9. Research Assistant

➤ Provide day-to-day support to the Research Scientists with the study data collection.
➤ Identifies and compiles lists of potential research subjects in accordance with study objectives and parameters, as appropriate to the individual position, and maintain ethical data collection process
➤ Travels to field sites to collect and record data and/or samples as appropriate.
➤ As appropriate to the specified position, codes and verifies data in accordance with specified research protocol and coding procedures, and enters data into data collection forms/tools.
➤ Develops or assists in the development of interview schedules; contacts potential subjects to introduce and explain study objectives and protocol, and to arrange interviews, either in person or by telephone.
➤ Conducts and records face-to-face and/or telephone interviews with subjects, in accordance with predetermined interview protocol, data collection procedures, ethical and documentation standards.
➤ Reviews and edits data to ensure completeness and accuracy of information; follows up with subjects to resolve problems or clarify data collected.
➤ Attend to clarify unclear data or incomplete data in data forms on request.
➤ Safeguard data collection forms and administrative documentation which are within their possess.
➤ Communicate with relevant parties to get approval/access to data collection
➤ May set up, calibrate, and maintain laboratory and/or field research equipment/ devices or perform sample processing and storage activities, as specified by the requirements of the study.
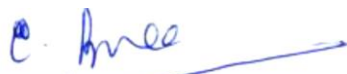➤ Performs miscellaneous duties as assigned.

Required qualifications:

• Pre-intern doctors or bachelor's degree in a relevant field (such as, medicine, nursing, medical laboratory science or public health, or a related discipline. Pending final year results will be considered).
• Experience in healthcare-related research, and working in team-based environments.
• Will look for skill set depending on the project/data collection they are involved in.
• Proficiency in English, and Tamil (preferred)
• Physical examination and basic clinical assessment (depending on qualification).
• Human sample collection: venipuncture/blood drawing, nasal or throat swabs.
• Basic laboratory procedures, including sample extraction and preparation.
• Data entry and familiarity with tools such as Excel, REDCap, or similar platforms.
• Strong attention to detail and accuracy.
• Excellent communication and interpersonal skills.
• Ability to maintain confidentiality and handle sensitive information.

10. Data Entry Assistant

- ➢ Accurately enter and update research data into electronic databases, spreadsheets, or data management systems.
- ➢ Verify completeness of data received from field teams, laboratory units, or clinical sites before entry.
- ➢ Perform routine checks to identify missing, inconsistent, or inaccurate data.
- ➢ Ensure all data entry is completed within established timelines and according to study protocols.
- ➢ Conduct preliminary data validation to ensure accuracy and consistency.
- ➢ Flag data anomalies and report them to the Data Manager, statistician, or research scientists for correction.
- ➢ Assist in basic data cleaning under supervision.

- ➢ Maintain organized digital and physical records of data forms and related documents.
- ➢ Follow institutional procedures for document labelling, version control, and secure storage.
- ➢ Support archiving processes at the end of research projects.
- ➢ Collaborate with field teams, laboratory staff, and researchers to ensure smooth workflow of data collection and entry.
- ➢ Inform supervisors of delays, challenges, or discrepancies in data.
- ➢ Adhere to institutional data protection policies, ethical guidelines, and confidentiality agreements.
- ➢ Handle sensitive and confidential research data responsibly

Required qualifications:

- Bachelor's degree OR diploma in a relevant field (such as social sciences, information management BA or a related discipline) or undergraduates in a relevant field (such as MBBS, Nursing, MLT, Pharmacy or a related discipline).
- Strong attention to detail and ability to maintain high levels of accuracy.
- Proficiency in English, Microsoft Office Suite (Word, Excel, PowerPoint)
- Experience in data entry, administrative work, or research support roles.
- Familiarity with research data management platforms (e.g., REDCap).
- Fast and accurate typing skills.
- Ability to work with digital data collection tools.

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