

MAURITIUS INSTITUTE OF HEALTH

Advertisement for Part-Time Resource Persons for Research Programmes

The Mauritius Institute of Health (MIH) invites applications from suitable qualified candidates who will form part of a pool of temporary part-time resource persons for its research projects for the following positions:

- (a) Supervisors**
- (b) Interviewers**
- (c) Data Collectors**
- (d) Data Entry Clerks**

JOB DESCRIPTIONS

(a) Supervisors

The Supervisors will assist the research study team in the planning and organisation of the data collection for research projects, supervise the work of interviewers and data collectors, ensure accuracy and completeness of collected data and assist in the training of interviewers and data collectors.

(b) Interviewers

Interviewers will conduct interviews with selected respondents in person or by telephone using standardised interviewing techniques depending on study requirements. Interviewers are responsible for contacting respondents at their homes or other places as specified by the study protocol.

(c) Data Collectors

The Data Collectors will review medical records or other data sources as required by the research project and record relevant information from these sources. The data collectors may also be required to collect data through observations or standardised measurements as specified by the study protocol.

(d) Data Entry Clerks

Data Entry Clerks will accurately interpret, compile and enter collected data into the computer system using their own computer equipment and specified data entry software. They will verify entered data by reviewing and correcting entered data. They will store data in the desired database location and file back-ups as and when required.

REQUIREMENTS for Post (a,b and c)

The ideal candidate needs to:

1. hold at least a Cambridge School Certificate or equivalent;
2. be computer literate;
3. have a pleasant personality with good communication skills;
4. possess a teamwork spirit;

5. complete assignments within specified goals and deadlines;
6. maintain the security and confidentiality of all data and materials;
7. attend any briefing sessions or training workshops as required by the project;
8. work after normal working hours, evenings and week-ends during data collection phase of the research studies.

REQUIREMENT for Post (d):

The ideal candidate needs to:

1. hold at least a Cambridge School Certificate or equivalent;
2. be computer literate;
3. be conversant in spreadsheet or any other data entry software;
4. maintain the security and confidentiality of all data and materials;
5. attend any briefing sessions or meetings as required by the project;
6. complete tasks within specified deadlines.

For the position of Supervisors, in addition, candidates should:

1. have previous experience in research work;
2. be able to organise, lead and monitor data collection work;
3. attend regular meetings with research team and submit timely reports.

For the position of Interviewers and Data Collectors,

Previous experience in health research will be an advantage

APPLICATION PROCEDURE

Interested candidates should fill in the application form which can either be downloaded from MIH website (<http://mih.govmu.org>) or collected from the MIH. Applicants are invited to submit their filled-in applications forms and other relevant information to the Executive Director, Mauritius Institute of Health, Powder Mill, Pamplemousses. Envelopes should be clearly marked "Part-time resource persons for Research Studies" in the top left hand corner. Deadline for submission of applications is **15 December 2022**.

Selected candidates will be contacted as and when their services will be required.

N.B:

1. **The MIH reserves the right;**
 - (i) **to convene only the best qualified candidates.**
 - (ii) **not to make any appointment following this advertisement.**
2. **Incomplete application received after the deadline will not be considered.**

Executive Director
Mauritius Institute of Health

Date: 24 November 2022