

STATE HEALTH SYSTEMS RESOURCE CENTRE-KERALAM

Scope of Work

1. Research Officer

The primary purpose of the Research Officer position is to provide technical and operational support in conducting rigorous health systems and policy research, managing research and programme activities, and translating evidence into policy and practice. The Research Officer shall undertake qualitative research, quantitative research, or a combination of both, depending on the requirements of the assigned projects and the candidate's expertise. The scope of work includes

- Contribute to the development of research proposals, protocols, conceptual frameworks, and analytical models, including literature reviews, identification of research gaps, and selection of appropriate research methodologies.
- Design, coordinate, and conduct qualitative, quantitative, and mixed-methods research across health systems, health policy, service delivery, health financing, governance, and programme implementation.
- Develop, pilot-test, and refine research instruments; conduct interviews, focus group discussions, surveys, and secondary data collection; and coordinate fieldwork and data collection activities.
- Undertake qualitative and quantitative data management, analysis, interpretation, and visualisation, ensuring data quality, methodological rigour, and integration of findings where appropriate.
- Ensure adherence to approved research protocols, ethical standards, informed consent procedures, confidentiality requirements, and institutional guidelines throughout the research process.
- Support project planning, implementation, and monitoring; track progress against objectives, timelines, milestones, and deliverables; and identify implementation challenges and corrective actions.
- Coordinate with research partners, government departments, health facilities, and other stakeholders to facilitate research implementation, training, data collection, and effective communication.
- Prepare research reports, scientific manuscripts, policy briefs, presentations, and other knowledge products, translating research findings into actionable recommendations for policymakers and the research community.

- Identify and mitigate research and implementation risks in consultation with the Team Lead, maintain project documentation, and provide timely updates on progress, challenges, and deliverables.
- Work collaboratively with multidisciplinary teams, support the training and mentoring of research personnel, contribute to knowledge sharing and continuous improvement, and undertake other relevant responsibilities assigned by the team lead.

Essential Qualification:

MPhil / PhD in Social Sciences/Public Health/Health Sciences MD in Community Medicine or Master of Public Health from a recognized University

Minimum four-year post qualification experience

Age Limit up to 40 Years

Number of Posts -2

Scope of Work

2. Research Assistant (Health Systems and Policy)

- Assist in conducting background research, literature reviews, policy and programme document reviews, and evidence synthesis to support health systems research and policy decisions.
- Support the design and implementation of research activities, including development of data collection tools, fieldwork coordination, data collection, and compilation of primary and secondary data.
- Assist in data entry, compilation, cleaning, validation, and basic qualitative and quantitative analysis, including the preparation of tables, dashboards, trackers, and data visualisations.
- Support the planning, implementation, monitoring, and review of public health programmes and health systems initiatives, including tracking progress against programme indicators and deliverables.
- Assist in operational research, programme assessments, and documentation of best practices, case studies, field experiences, and implementation learnings.

- Contribute to the preparation of technical notes, research reports, presentations, policy briefs, and other knowledge products under the guidance of Research Officers.
- Support knowledge management activities, including maintaining research repositories, databases, project records, reference materials, and documentation of research and programme activities
- Assist in organising meetings, workshops, training programmes, stakeholder consultations, and review sessions, and support coordination and communication with internal teams and external partners
- Provide administrative and technical support to the research team, participate in review meetings and mentoring sessions, and engage in capacity-building activities to strengthen research and professional skills.
- Maintain records of assigned activities and deliverables and prepare a completion report and/or presentation summarising the work undertaken, key outputs, learnings, and contributions during the assignment.

Essential Qualification:

MPhil / PhD in Social Sciences/Public Health/Health Sciences from a recognized University

Master of Public Health/Masters in Hospital Administration from a recognized University

Minimum one year post qualification experience

Age Limit up to 40 Years

Number of Posts -5

Administration Posts

3. Finance Cum Administrative Officer- Retired Undersecretary or above from Secretariat or Second Gazetted Officer from Government Service.

Age Limit less than 60 Years

Number of Posts -1

4. Section Officer: - Retired Section Officer or above from Secretariat or First Gazetted Officer from Government Service.

Age Limit less than 60 Years

Number of Posts -1

5. Personal Assistant to Executive Director- Graduate in any discipline from a recognized University(BA/B.Sc/B.Com etc) , English, Malayalam typewriting desirable

Age limit up to 40 years

Number of Post: 1

6. Data Entry Operator: Plus Two and Diploma in Computer Applications

Number of Posts -2

Age Limit up to 40 Years

7. Daily Wages- Sweeper post -1

Age Limit upto 40

General Instructions:

1. Interested and eligible candidates shall attend the walk-in interview with their updated CV/bio-data.
2. Candidates must bring original certificates and self-attested copies of educational qualifications, experience certificates, proof of age, and identity.
3. Candidates are responsible for ensuring that they meet the prescribed eligibility criteria.
4. No TA/DA will be paid for attending the interview.
5. The appointment will be on a contract basis, subject to the terms and conditions prescribed by the institution.
6. The competent authority reserves the right to modify or cancel the recruitment process without assigning any reason.



Executive Director

Executive Director
SHSRC Kerala