

## Call for Applications: RESEARCH COORDINATOR

**Deadline for Applications: 15 February 2024**

Applications are invited for a Research Coordinator at the African Centre for Migration & Society (ACMS) at Wits University. This is a six-month position, with the option to apply for a 2 year position that will be advertised in the first quarter of 2024.

The successful applicant will work on-campus at the ACMS.

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### Overview

- GEMMS is a Global Health Research Group on Disrupting the cycle of gendered violence and poor mental health among migrants in precarious situations. The Group is a collaboration between the Universities of Essex, the Witwatersrand (Wits), Johannesburg, and Oxford, the Tata Institute for Social Science (TISS, Mumbai), African University (Zimbabwe), and Health Poverty Action.
- While the link between gendered violence and poor mental and psychosocial health is widely acknowledged, it remains poorly understood, particularly in migrant and mobile populations. In addition, interventions that address gendered violence and/or mental health often ignore the ways in which gendered violence reinforces mental health and vice versa. These interventions are also often limited in reach as they often address the needs of sedentary populations, ignoring the needs and realities of migrant and mobile groups.
- The GEMMS research group aims to create the necessary tools, actions, and evidence-informed intervention pathways to disrupt the damaging cycle of gendered violence and poor mental health to improve the wellbeing of migrants in precarious situations, including responsive interventions that can address migrants' changing needs over time and in different contexts.
- This research is funded by the NIHR (grant nihr134629) using UK aid from the UK Government to support global health research.

### About the position

- The Research Coordinator will be employed by the African Centre for Migration & Society (ACMS) at Wits University and supervised by Associate Professor Jo Vearey
- The position will run for six months starting 20 February 2024 (negotiable) with the option to apply for a 2 year position that will be advertised in the first quarter of 2024

## Key responsibilities:

- **Research Coordination**

- The research coordinator work closely with the research group manager (University of Essex) and a second research coordinator based at the Tata Institute of Social Sciences.
- The research coordinator will be responsible for the **coordination of GEMMS research activities taking place in South Africa and Zimbabwe**, involving the practical and ethical concerns, and their theoretical implications.
- Key tasks will include:
  - Coordinate research activities and reporting in South Africa and Zimbabwe for all three workstreams.
  - Work closely with the ACMS Finance Officer and Operations Manager to ensure all financial and administrative processes are developed and implemented correctly and in line with ACMS and Wits requirements
  - Responsibility for all administrative processes including:
    - Coordinating team meetings, including organising meeting agendas, invitations, managing RSVPs, setting up meetings, booking venues/organising virtual meetings, arranging necessary transport, accommodation and refreshments
    - Managing day-to-day financial administration, including reconciliation processes associated with clearing cash advances; organising subsistence/similar payments
    - Collating information required for NIHR reporting
    - Oversight of budget, expenditure and forecasting and working with the ACMS operational staff team to ensure timeous reporting to NIHR as required
    - Coordinate fieldwork in South Africa and Zimbabwe to ensure that it is planned and implemented efficiently
    - Coordinate fieldwork reports
    - Coordinate research reports
  - Coordinate the local/regional technical advisory groups. This includes:
    - Maintaining database of members and ensuring terms of reference are signed and filed
    - Regular communication of project updates to TAG members
    - Coordinating TAG meetings, including organising meeting agendas, invitations, managing RSVPs, setting up meetings, booking venues/organising virtual meetings, arranging necessary transport, accommodation and refreshments
    - Participating in TAG meetings, including taking minutes and circulating to TAG members

- **Research Ethics Coordination**

- The research coordinator work with the GEMMS ethics lead ( Jo Vearey) to coordinate with the implementation of an ethics and risk management programme within the project
- Key tasks will include:

- Support institutional leads in obtaining research ethics clearance.
  - Support to Jo Vearey with Wits ethics applications
  - Tracking research ethics clearance processes across all institutions
  - Keeping copies of applications and certificates on file
  - Support the Wits research team by coordinating the management of Wits ethics processes during fieldwork
- **Communication and Dissemination Coordination**
    - Support implementation of the GEMMS communication and dissemination strategy in the Southern African context
    - Key tasks will include:
    - Working with the GEMMS Manager and the Research Coordinator in India to support implementation of the GEMMS communication and dissemination strategy across all institutional partners
    - Coordinate implementation of the GEMMS communication and dissemination strategy in South Africa and Zimbabwe
    - Ensure regular communication of project updates to TAG members
    - Engaging with the media

#### **Essential qualifications and experience:**

- Experience in coordinating research projects, including in coordination of logistics, budgets and reporting
- Fluency in English
- A Masters degree
- A demonstrated ability to work independently and manage your own time
- A demonstrated ability to work collaboratively, including with partners based in other countries/institutions
- An ability to travel to other countries required for fieldwork and/or project meetings

#### **Desirable qualifications and experience:**

- Familiarity with Wits administrative systems
- Experience in international research collaborations and partnership building
- Familiarity with the global migration and health governance terrain
- Knowledge of and research in the global migration and health governance terrain
- A PhD in Migration & Displacement, Health Sociology, Public Health or an associated discipline

**Timeframe:** six months, starting 20 February 2024 (negotiable) with the option to apply for a 2 year position that will be advertised in the first quarter of 2024

**Remuneration:** ZAR 49,666 per month (grade 9)

**Application process:** Please submit a completed application to [jo.vearey@wits.ac.za](mailto:jo.vearey@wits.ac.za) by 15 February 2024. Only short-listed applicants will be contacted and invited for interview.

**Anticipated start-date:** 20 February 2024 (negotiable)

**Applications should include:**

- cover letter outlining your reasons for applying for the position. This should include an overview of your experience in coordinating research projects and outline how you meet the essential (and desired where applicable) requirements for the position
- full CV
- details of two referees: in the case of shortlisted applicants, the referees will be contacted and asked to provide a short report commenting on the applicant's suitability for the position

**Further information:** [jo.vearey@wits.ac.za](mailto:jo.vearey@wits.ac.za)

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