



OXFORD UNIVERSITY CLINICAL RESEARCH UNIT- NEPAL

Job Description

Job Title: Public Engagement and Communications Assistant, OUCRU-NP

Location: Based at the Oxford University Clinical Research Unit hosted by Patan Hospital and the Patan Academy of Health Sciences in Kathmandu, Nepal

Responsible to: Summita Udas Shakya

Background:

OUCRU-NP was founded in 2003, it started following a discussion between Prof. Jeremy Farrar from OUCRU-VN and Dr Buddha Basnyat (Consultant, Patan Hospital) about typhoid fever. Since 2003, the research collaboration has evolved and OUCRU-NP has become a respected and integral part of the work of both the Patan Hospital and the Patan Academy of Health Sciences. There has been considerable investment in upgrading the hospital laboratories and in training young Nepalese clinicians and scientists. The main research focus has been on the most common infectious diseases affecting patients at Patan Hospital and in the surrounding areas of Lalitpur, with a major focus on enteric fever (Typhoid and Paratyphoid) and other causes of febrile illness including typhus, infections of the central nervous system and Hepatitis E.

Responsibilities of the post holder

The Public Engagement & Communications Officer/Human Resources Assistant will report to Summita Udas Shakya.

Public Engagement & Communication

- Representative person for OUCRU-NP to coordinate with the Government of Nepal, various institutes in Nepal and other national organizations on Public Engagement Projects.
- Ensure day to day administration of the OUCRU Public Engagement projects in coordination with the team
- Coordinate and run workshops and discussion groups in local communities
- Work with media and social media to promote OUCRU-NPs science to the wider public
- Work in a team to implement public engagement activities under the direction of senior research scientists and the director of public engagement

Key duties of the post holder

1. To assist in providing creative inputs into the design of public engagement projects
2. To assist in running workshops and discussions with communities
3. To assist in drafting contracts with government organizations and partners
4. To encourage engagement between researchers and research communities and the public.
5. To assist in liaising with scientists for input into projects
6. Travelling to help set up and implement PE projects
7. Translating and proof reading documents
8. Helping draft project reports and budgets
9. Input into the OUCRU website and other publications
10. Helping the OUCRU team on Training activities as needed
11. Design media packages to provide health information such as booklets, brochures, posters, TV program, radio e.g. to approach community
12. Other tasks as required.

Other

- Carry out any duties as reasonably required by the Unit in these areas

Qualifications and other criteria:

- Intermediate Level
- Knowledge of qualitative research data and analysis
- Knowledge of quantitative data and analysis will be an added advantage
- Excellent oral and written communication skills
- Experience of working in communities
- Diplomacy skills and evidence of working with government
- Experience with publications and media
- Project and budget management experience advantageous
- Desire to interact with and work with a range of local communities
- Strong interpersonal skills
- Ability to work with a high degree of autonomy, and yet be a team player