

## Scientific Project Manager

We seek a proactive, goal-oriented and results driven leader with keen interest in research to join the **Botswana Sexual and Reproductive Health Initiative (BSRHI)** for the position of a **Scientific Project Manager**.

BSRHI is a research programme at the **Botswana Harvard Health Partnership (BHP)** and aims to address important research questions to improve sexual and reproductive health (SRH) outcomes among women and adolescent girls. BSRHI conducts research, provides clinical SRH services, and undertakes teaching and training.

### Job Purpose

The Scientific Project Manager will support the planning, coordinating and executing the research projects and initiatives of the Botswana Sexual and Reproductive Health Research Initiative (BSRHI). They will provide essential organizational support to the Programme Director and Programme Manager, ensuring the smooth execution of collaborative projects.

### Key Responsibilities:

- Support the planning, organization, and execution of BSRHI research projects.
- Track project timelines, deliverables, and milestones to ensure projects are on schedule.
- Prepare and present scientific progress reports for funders, ensuring all documentation is accurate and timely.
- Coordinate with various stakeholders, including the Ministry of Health, research staff, and external collaborators, to ensure smooth project operations.
- Support the design of research methodology and study instruments, including protocols, data collection tools, and standard operating procedures.
- Coordinate and implement study activities on the ground, including liaising with different stakeholders required for study setup.
- Assist in the recruitment, onboarding, and coordination of research staff for various studies.
- Ensure that all staff are adequately trained and supported to meet project goals.
- Oversee logistical aspects, including securing research supplies and coordinating resources.
- Secure and maintain ethical approvals for research studies.
- Ensure compliance with institutional, national, and international regulations and guidelines.

**Closing Date: 21 Feb 2025**



- Support the production of reports, including scientific and progress reports for both academic and non-academic audiences.
- Assist with data dissemination to various stakeholders and ensure that study findings are communicated effectively.
- Provide support to the Principal Investigator to ensure effective communication and progress across all aspects of research projects.
- Perform data analysis using statistical analysis software and generate reports on the findings.
- Support the preparation and writing of manuscripts for publication in peer-reviewed journals.

**Qualifications and experience:**

- A Master's Degree or higher in Public Health, Global Health or related health degree.
- Experience with statistical analysis and relevant software (e.g., R, Stata, SAS).
- They must be detail-oriented and have the ability to perform in a leadership capacity, work independently, think critically and be problem solver.
- Excellent English, written and verbal communication skills, with the ability to communicate complex concepts to a variety of audiences, including policymakers, practitioners, and community members.
- The candidate should be able to create Excel spreadsheets with basic formulas, manipulating Word documents, creating PowerPoint presentations, and have excellent computer literacy.

Qualifying candidates should forward their detailed application to:

**Human Resources Manager**  
**[recruitment@bhp.org.bw](mailto:recruitment@bhp.org.bw)**  
**(only shortlisted candidates will be contacted )**

