

**GERIATRIC EDUCATION & RESEARCH INSTITUTE
JOB DESCRIPTION**

JOB TITLE : Research Officer

DEPT/SECTION : Research

STATEMENT OF PURPOSE

To support GERI's research and to contribute to its research strategies.

MAJOR DUTIES AND RESPONSIBILITIES

(A) SPECIFIC (100%)

1. To support research in preventing functional decline and/or implementing integrated care using appropriate methods and/or techniques
 2. Prepare materials for submission to grant agencies
 3. Conduct literature reviews, collect and analyze data
 4. Prepare materials for ethics review
 5. Prepare interview questions and recruit and/or interview subjects
 6. Maintain accurate records of data, safeguarding the confidentiality of subjects, as necessary
 7. Contribute to project meetings
 8. Prepare progress reports for the Principal Investigators and/or funding agency
 9. Prepare other articles, reports, and presentations
 10. Monitor the project budget
 11. Work on other projects and initiatives, as required.
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JOB REQUIREMENTS

(A) EDUCATION, TRAINING AND EXPERIENCE

- Basic or Honors degree in a relevant discipline
- Research experience in health and social care will be an advantage
- Experience of working in a research team environment will be an advantage
- Good communication and interpersonal skills

(B) SPECIALISED TRAINING & EXPERIENCE

- Quantitative and/or qualitative research skills