



Center for Tropical Medicine  
Universitas Gadjah Mada

Center for Tropical Medicine (CTM) Faculty of Medicine, Public Health, and Nursing, Universitas Gadjah Mada is a research center that focuses on tropical diseases research with a strong focus on HIV/STI, TB, Arboviruses, Malaria, Neglected Tropical Diseases, and Cross-cutting Health System Diseases Control. Currently, we are looking for:

# RESEARCH ASSISTANT

## PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Assists the Research Manager, Principal Investigator, and researchers in developing grant proposals, including conducting literature study, writing the proposal, and completing the requirements of grant submission.
2. Prepares required documents for proposal submission, in coordination with administration staff.
3. Identifies funding opportunities and communicates those opportunities with research groups at the CTM.
4. Assists the research working groups and the Research Manager on grant proposal submissions.
5. Assists the Research Manager, Principal Investigator, and researchers to prepare the draft of the manuscript, presentation, and other kinds of publication.
6. Coordinates the preparation and implementation of scientific activities in the CTM.
7. Reports to the Research Manager and the head of the research division every three months regarding task implementation.
8. Conducts other related tasks as instructed by the Research Manager and the Director.

## QUALIFICATIONS

### Education and experience

Essential

1. A master's degree in health science disciplines
2. Experience in research environments and funding mechanisms
3. Experience in applying for and obtaining research grants

Desirable

Experience in writing and publishing peer-reviewed articles in international journals

## **Personal qualities and skills**

### Essential

1. Excellent communication skills: oral and written in Bahasa Indonesia and English.
2. Excellent organizational, interpersonal, and influencing skills.
3. Confident IT skills including the use of word-processing, presentation, and spreadsheet software.
4. Confident in data analysis (SPSS or STATA)
5. Ability to assimilate, articulate and promote strategic objectives.
6. Ability to deliver work on tight deadlines.

### Desirable

1. Experience in operating project management software

Candidates fully meeting the requirements may apply through the email address **centertropmed.fkkmkeugm.ac.id** with subject **Name\_Research Assistant\_Master degree** (Example: Andini Putri\_ Research Assistant \_Master of Public Health).

Please attach the documents of:

1. Motivational letter
2. Updated CV
3. Academic Transcript and Degree Certificate

The closing date of application: **December 10th, 2021.**

Selected applicants will be notified through email for an interview.