**Research Assistant’s Job Description**

**Background:** The Humsafar Trust (HST) is India’s first community-based organization (CBO) of self- Identified homosexual men, MSM, Hijras and LBT persons that started in April 1994. We at The Humsafar Trust are looking for eligible candidates for the position of Research Assistant for a project

**Project description:** The proposed research associate will be assigned to work on two projects – both online interventions. Of these, one study is focused on improving HIV testing behaviours among MSM and the other looks at improving COVID-19 protective behaviours for LGBTQ+ communities

Location: Mumbai (relocation essential for candidates from other cities)

**Main Job Responsibilities:**

1. Assist the SC in coordinating daily study operations with peer recruiters, healthcare workers, consultants and other project personnel on a day-to-day basis.
2. Ensure systematic filing, maintain filing systems for study documents, assist with scheduling meetings, organizing logistical arrangements for trainings/conferences/ workshops for the study
3. Track study deadlines (monthly reports, IRB submissions) and alert reporting senior of the deadlines.
4. Actively participate in training workshops.
5. Assist the SC in preparation/submission of study-specific monthly progress report in compliance with the reporting formats and guidelines of funding agencies.
6. Participate in monthly research meeting and support SC in compiling of monthly progress reports
7. Coordinate day-to-day operations of study sites, peer outreach workers and healthcare workers on the study.
8. Assist the design teams in creating content for the intervention, manage field testing of the intervention platforms, quality check/assist with translation of study text, and coordinate logistics for shooting films made for the study.
9. Coordinate between study sites to ensure that required standard of care is maintained at all facilities.
10. Assist in other official tasks as requested by The Humsafar Trust and the study teams.

**Minimum Qualifications and Skills required:**

* An MA (sociociology, psychology, social work) degree or an MPH is a requirement
* Up to 1 years of experience with HIV programs/LGBTQ+ issues in a full-time role.
* Knowledge of at least two languages is preferred (English and a local language)
* Must possess strong documentation skills.
* Demonstrated commitment to social justice and maintain high professional ethical standards
* Shows respect and work effectively with people from diverse backgrounds. Strong interpersonal and team work skills
* Ability to work collaboratively and lead the team in a pressurized environment.

**Time Involvement**

The Research Assistant will devote 100% time to the organization and the project on which they have been recruited and will report to the study coordinator(s), study investigators and the CEO.

The Humsafar Trust is equal opportunity employer and committed to fostering diversity in the workplace. Interested candidates meeting the above criteria are requested to submit their application along with cover letter justifying suitability for the position & work experience. All applications must be sent to [shivam@humsafar.org](mailto:shivam@humsafar.org) and [jatin@humsafar.org](mailto:jatin@humsafar.org) with the subject “**Application for the post of Research Assistant: Research**” clearly stated in the subject line. Last date for receiving applications: