

A Comparative Study on Startup Business Blockage for SME in Developing Country
(Piloting Phage)

Your Contract Period: 90 days Tenure Converted into 30 Days with International Standard

Supervisor Name: Mr. Abu Jubayer, Lead Researcher and Survey Head, Bangladesh Part

Project Starting Time: 05.05.2019 and

Project Closing: 05.08.2019

Input Method: According to Supervisor (In house-Own Machineries)

Payment: CAD 230 (Remuneration) + CAD 10 for Mobile (All Inclusive)

Payment Method: Under the Satisfaction of you Assigned Supervisor (30% + 30% + 40%)

You'll responsible for commonly-used concepts, practices and procedures within a particular field. Rely on instructions and pre-established guidelines to perform the functions of the job. Work under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Responsibilities:

- Conduct literature reviews
- Collect and analyze data
- Prepare materials for submission to granting agencies and foundations
- Prepare interview questions
- Recruit and/or interview subjects
- Maintain accurate records of interviews, safeguarding the confidentiality of subjects, as necessary
- Summarize interviews
- Provide ready access to all experimental data for the faculty researcher and/or supervisor
- Request or acquire equipment or supplies necessary for the project
- Manage and respond to project related email
- Prepare, maintain and update website materials
- Supervise undergraduate students working on the research project (maintaining records on assignment completion, acting as liaison/mediator between the undergraduate students and the faculty researcher)
- Attend project meetings
- Attend area seminars and other meetings as necessary
- Summarize project results
- Prepare progress reports
- Prepare other articles, reports and presentations
- Monitor the project budget
- Travel to field sites to collect and record data and/or samples as appropriate to the specific objectives of the study
- As appropriate to the specified position, code and verify data in accordance with specified research protocol and coding procedures and enter data into a computer database and/or spreadsheet application for subsequent analysis

- Develop or assist in the development of interview schedules; contact potential subjects to introduce and explain study objectives and protocol and to arrange interviews, either in person or by telephone
- Identify and compile lists of potential research subjects in accordance with study objectives and parameters, as appropriate to the individual position
- Conduct and record face-to-face and/or telephone interviews with subjects, in accordance with predetermined interview protocol, data collection procedures and documentation standards
- Review and edit data to ensure completeness and accuracy of information; follow up with subjects to resolve problems or clarify data collected
- Perform miscellaneous job-related duties as assigned
- Prepare findings for publication and assist in analysis, quality control, or data management
- Write and contribute to publications
- Develop research proposals
- Track progress over time
- Assist with preparation of all educational and training workshops and evaluation strategies
- Engage clinical and community partners in research
- Market training and technical assistance resources to clinical partners and academic investigators
- Develop assessment and evaluation tools
- Compile data for progress reports

Congratulation be become a part of the Research and Please Sign the acceptance letter and Return copy to your Supervisor.

Best Regards

Abu Jubayer

Lead Researcher, Bangladesh

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And

Jonathan Woods

Communication Officer

Center for Asia-Pacific Initiative (CAPI)

Office: SED C137, Victoria, Canada.

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I understand all of the assigned task and express my wish to work with this team.

Employee Name and Signature

Md. Mehedi Hassan.