University of Jaffna
Temporary Appointment
Centre for Digital Epidemiology, Faculty of Medicine, University of Jaffna

DIGIPATHS Study: Digitally Integrated Care Pathways for Multiple Long-Term Conditions Management in Primary Care, Sri Lanka

The University of Jaffna invites applications from qualified candidates for the following positions for the DIGIPATHS Study: Digitally Integrated Care Pathways for Multiple Long-Term Conditions Management in Primary Care, Sri Lanka, in collaboration with the University of Birmingham, funded by the National Institute for Health and Care Research (NIHR), UK.

- Temporary Research Fellow for Participatory Action Research
- Temporary Research Fellow for Policy Development for Managing Multiple Long-Term Conditions in Low- and Middle-Income Countries (LMICs)
- Temporary Data Governance Officer
- Temporary Coordinator for Capacity Development
- Temporary Coordinator for Logistics
- Temporary Data Collectors for the Quantitative Study

01. Temporary Research Fellow for Participatory Action Research

Vacant – 02 posts

Requirements:

- A Bachelor's degree in Allied Health Sciences, Science, Psychology, Sociology, or a related discipline from a UGC-recognised university or higher education institution (HEI).
- Preference will be given to candidates with prior experience in community-based health research projects, public health programmes, or field-based research activities.

Duties and Responsibilities:

- Plan, design, and implement participatory research activities at the community level.
- Identify, map, and establish effective communication with key community stakeholders, including community leaders, healthcare workers, and patient representatives.
- Conduct data collection activities such as surveys, in-depth interviews, focus group discussions (FGDs), and observational studies in accordance with approved research protocols.
- Ensure that informed consent procedures are properly followed and that participants' rights, privacy, and confidentiality are maintained throughout the research process.
- Train, coordinate, and supervise community data collectors and peer researchers where required.
- Facilitate co-design and participatory workshops with community members to support the development of research tools, intervention strategies, and dissemination materials.

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- Collaborate with academic researchers to incorporate community perspectives into data analysis, interpretation, and the preparation of reports, manuscripts, and publications.
- Maintain accurate and up-to-date records of field activities, participant tracking, and research documentation.
- Prepare plain-language summaries, infographics, and other community-friendly dissemination materials to communicate research findings to participating communities.
- Represent the research team at community events, meetings, and consultations in a professional and culturally sensitive manner.
- Support community engagement and capacity-building activities related to the project.
- Adhere to national and institutional guidelines on research ethics, data protection, privacy, and information governance.
- Carry out any other relevant tasks assigned by the Country Lead of the Project.

Remuneration: A monthly salary of LKR 80,000 will be paid.

02. Temporary Research Fellow for Policy Development for Managing Multiple Long-Term Conditions in Low- and Middle–Income Countries (LMICs)

Vacant – 01 post

Requirements:

- A Bachelor's degree in Allied Health Sciences, Sociology, or a related field from a UGC-approved university or a recognised higher education institution (HEI).
- A postgraduate qualification in health research, epidemiology, Sociology or a related field will be considered an advantage.
- Preference will be given to candidates with experience in community-based health projects.

Duties and Responsibilities:

- Support the execution of digital health and collaborating with policymakers, healthcare providers, and communities to ensure policies are equitable and actionable.
- Strengthening local expertise through training in health systems research, policy analysis, and implementation science.
- Designing feasible and culturally appropriate care models tailored to resource-limited settings.
- Facilitating the integration of research findings into national and regional health policies.
- Conduct literature reviews, gap analyses, and feasibility studies; develop research protocols and methodologies related to health data and informatics; and collect, manage, and analyze health information using statistical and/or computational tools.
- Prepare reports, policy briefs, peer-reviewed manuscripts, and presentations.
- Participate in stakeholder engagement activities, workshops, and conferences.
- Contribute to training sessions on health information systems, research methods, or data analysis.
- Facilitate the integration of research findings into national and regional health policies.

Remuneration: A monthly salary of LKR 80,000 will be paid

03. Temporary Data Governance Officer

Vacant – 01 post

Requirements:

- A Bachelor's degree in a health-related field, Medical Statistics, Health Informatics, and Information Communication Technology (ICT) or a relevant discipline from a UGC-recognized university or higher education institution (HEI).
- Preference will be given to candidates with prior experience in digital health projects, data management, data governance, data quality improvement initiatives, health informatics, or health research.

Duties and Responsibilities:

- Support the development, implementation, and monitoring of data governance frameworks, policies, standards, procedures, and best practices within digital health initiatives.
- Ensure the quality, integrity, completeness, consistency, and timeliness of health data collected through project activities and digital health systems by conducting routine data quality assessments, audits, and monitoring activities.
- Coordinate data management activities, including data collection, validation, storage, access, sharing, archiving, and disposal.
- Facilitate compliance with data protection, privacy, confidentiality, and information security requirements in accordance with institutional and national regulations.
- Maintain data dictionaries, metadata repositories, data inventories, and other governance-related documentation.
- Support the development and implementation of data standards and interoperability requirements to promote effective data exchange across health information systems.
- Collaborate with researchers, healthcare providers, policymakers, and technical teams to ensure the appropriate use, management, and governance of health data.
- Assist in the preparation of governance reports, dashboards, policy briefs, technical documents, and presentations related to data management and governance activities.
- Support stakeholder engagement activities, workshops, training programmes, and capacity-building initiatives related to data governance and health information systems.
- Monitor data-related risks, incidents, and compliance issues, and support the implementation of mitigation measures and continuous improvement activities.
- Facilitate the integration of data governance best practices into digital health programmes, clinical governance initiatives, and health systems strengthening activities.
- Carry out any other relevant tasks assigned by the Country Lead of the Project.

Remuneration: A monthly salary of LKR 80,000 will be paid.

04. Temporary Coordinator for Capacity Development

Vacant – 01 post

Requirements:

- A Bachelor's degree in a health-related field, Management, Commerce, Business Administration, or a relevant discipline from a UGC-recognized university or higher education institution (HEI).

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- Preference will be given to candidates with previous experience in the coordination and implementation of capacity development initiatives, including Continuing Professional Development (CPD) programmes, certificate and diploma programmes, or other professional training activities.
- Prior experience working in a health research institution, university, or a similar organization will be considered an added advantage.

Duties & Responsibilities:

- Implement and monitor the operational capacity development action plan for research fellows and primary healthcare professionals.
- Design, maintain, and coordinate a structured Continuing Professional Development (CPD) calendar, including training sessions, workshops, seminars, conferences, and other learning activities.
- Coordinate the delivery of Continuing Professional Development (CPD) programmes, ensuring their quality, continuity, and effective implementation.
- Align and support capacity development activities for research fellows with MSc and PhD training pathways.
- Coordinate academic meetings, mentorship sessions, and training schedules for research and clinical teams.
- Support and coordinate the implementation and delivery of Postgraduate Diploma (PGD) and PhD programmes in collaboration with academics, clinicians, healthcare institutions, and the faculty.
- Liaise with healthcare and academic institutions to obtain approvals, ensure alignment, and facilitate programme implementation.
- Manage logistics and administrative processes for CPD, PGD, PhD, and other capacity development activities, ensuring their smooth execution.
- Monitor, document, and evaluate the progress, outcomes, and effectiveness of CPD and other capacity development programmes.
- Maintain accurate records and documentation related to training activities, participant engagement, programme delivery, and capacity development outcomes.
- Carry out any other relevant tasks assigned by the Country Lead of the Project.

Remuneration: A monthly salary of LKR 70,000 will be paid.

05. Temporary Coordinator for Logistics

Vacant: 01 post

Requirements:

- A Bachelor's degree in Management, Commerce, Business Administration, or an equivalent qualification from a UGC-approved University or Higher Education Institution.
- Preference will be given to candidates with prior experience in project coordination and logistics management within research projects or similar settings.

Duties and responsibilities:

- Coordinate logistical arrangements for project activities, including data collection, training sessions, workshops, and stakeholder meetings.
- Manage procurement, inventory, and distribution of study-related materials and equipment.

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- Liaise with vendors, suppliers, and service providers to facilitate smooth logistical operations.
- Maintain accurate records of procurement, inventory, and logistical activities in compliance with study protocols and funding guidelines.
- Assist in preparing and monitoring the logistics budget, ensuring cost-effective resource utilization.
- Organize venue arrangements, travel, and accommodations for study team members, researchers, and participants.
- Arrange and coordinate meetings, including scheduling, preparing agendas, and ensuring the availability of necessary resources.
- Ensure compliance with institutional and funder guidelines related to procurement and logistics management.
- Collaborate with multidisciplinary teams, including healthcare professionals and researchers, to address logistical challenges.
- Provide regular reports and updates on logistical operations to the project management team.
- Carry out the tasks allocated by the Project Lead.

Remuneration: A monthly salary of LKR 70,000 will be paid.

06. Temporary Data Collectors for Quantitative Study

Vacant – 04 posts

Requirements:

- Should have Pass in all subjects at G.C.E. (Advanced Level) examination (except the common general paper) at One Sitting.
- Prior experience in research data collection or data entry in health-related projects will be considered an added advantage.

Duties & Responsibilities

- Accurately and timely enter participant-level demographic, clinical, and administrative data into the research Electronic Health Record (EHR) system in accordance with approved study protocols.
- Ensure that all entered data accurately reflects information recorded in source documents, including clinical records, case report forms, and laboratory reports.
- Review source documents and electronic records to ensure completeness, accuracy, and consistency of research data.
- Transcribe handwritten clinical notes, study forms, or dictated information into structured digital formats within the research EHR system.
- Apply standardized data entry procedures and relevant clinical or research coding systems, where applicable.
- Ensure that data collection and documentation are conducted in accordance with approved ethical guidelines, study protocols, and institutional policies.
- Maintain strict confidentiality and secure handling of patient and research data in compliance with ethical approvals and applicable data protection and privacy regulations.
- Communicate with doctors, nurses, pharmacists, laboratory personnel, and other relevant staff to clarify missing or unclear information when necessary.

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- Support study teams by facilitating the efficient retrieval of electronic research records when required.
- Participate in study-specific and EHR system training as required.
- Travel to field sites as required by the research study.
- Carry out the relevant tasks assigned by the Country Lead of the Project

Remuneration: A monthly salary of LKR 50,000 will be paid.

General conditions for all the above posts:

- Ability to work anywhere in Sri Lanka.
- The selected candidate will be appointed on a full-time basis for one year, and the appointment may be renewed annually based on performance and project requirements.
- Applicants must be citizens of Sri Lanka.
- Age should be between 25 and 45 years.
- The selected candidate will contribute to the Employee Provident Fund (EPF) and the Employee Trust Fund (ETF). The employee is required to contribute 8% of their monthly salary to the EPF, while the employer will contribute 12% to the EPF and 3% to the ETF.

A non-refundable fee of Rs. 1,000.00 must be paid via bank deposit to the People's Bank, Account (Reference No.): 3267501300900381, in favour of the Bursar, University of Jaffna. A copy of the bank deposit slip must be attached to the application. (For detailed payment guidelines, please click here).

Applicants are requested to send their applications with copies of the educational certificates and any other relevant certificates in proof of qualifications and experience via registered post to reach the **Senior Assistant Registrar, Faculty of Medicine, University of Jaffna, Adiyapatham Road, Kokuvil, Jaffna**. Applicants are requested to send scanned copies of all the documents to the email address: fomvacancy@univ.jfn.ac.lk **on or before** the **19th of November 2026.**

Applicants from the University System/Government Departments/Corporations, and Statutory Boards should channel their applications through the Head of the respective Institutions.

The candidates who apply for **more than one** post should submit a **separate application along with a separate Bank slip for each of the posts**. Illegible or incomplete applications, as well as those received after the closing date, will be rejected without prior notice. Applicants must clearly indicate the position applied for in the top left-hand corner of the envelope.

Only shortlisted candidates will be invited for an interview. Eligible applicants will be notified of the interview date via email.

Registrar
University of Jaffna

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