Job Description / Role Profile

Role	Research Assistant - Psychometrics
Location	BRAIN CAMEROON
Reports to	Director of Operations & Research
Contract Type	Full-Time, Permanent
Start Date	Immediate or as required

Role Purpose

The Research Assistant / Psychometrician at the BRAIN Research Africa Initiative (BRAIN) provides essential support for research activities focused on cognitive and behavioral assessment. This role involves assisting in the design, administration, and analysis of psychometric assessments, including test item development and reliability/validity analysis. The Research Assistant / Psychometrician will work closely with the research team to conduct data analysis, ensure data quality, and apply psychometric methods to support BRAI's research objectives. This position includes occasional unsocial working hours and travel to field sites.

Key Responsibilities and Duties

Psychometric Test Development and Analysis	40%

> **Test Item Development:** Assist in the creation and refinement of culturally relevant and scientifically sound test items for various cognitive and behavioral assessments.

> **Psychometric Analysis:** Perform reliability and validity assessments, including exploratory and confirmatory factor analyses, to evaluate the effectiveness of assessment tools.

> **Scoring and Reporting:** Develop scoring rubrics and summary reports for psychometric assessments, aiding in the interpretation of data results.

Data Collection and Quality Control	30%

> **Data Collection Support**: Oversee data collection procedures, ensuring adherence to research protocols and ethical guidelines.
> **Data Cleaning**: Conduct data cleaning to prepare datasets for analysis, addressing issues such as missing data, errors, and inconsistencies.

➢ **Data Quality Assurance**: Perform quality checks to verify accuracy and consistency, ensuring high standards in data reliability.	

Preliminary Data Analysis and Reporting	15%
➢ **Basic Statistical Analysis**: Perform initial data analysis using descriptive and inferential statistics, such as means, standard deviations, t-tests, and ANOVA. ➢ **Data Visualization**: Create charts, graphs, and tables that effectively convey data findings for research presentations and reports. ➢ **Report Preparation**: Assist in the preparation of research reports, summarizing psychometric and data insights for both internal and external audiences.	

Administrative and General Support	10%
Main Duties ➢ **Documentation: Maintain accurate records of research processes, psychometric tool development, and data handling protocols.** ➢ **Team Collaboration: Provide support to team members and contribute to the planning and execution of research activities.** ➢ **Logistical Assistance: Assist with scheduling, travel arrangements, and other logistical needs for field research and data collection**	

Personal Development	5%
Main Duties ➢ **Professional Training**: Attend workshops, training sessions, and courses to improve technical skills in data management, analysis, and software use. ➢ **Networking and Conferences**: Engage with professional networks, conferences, and industry events to stay current in the field. ➢ **Career Development Planning**: Collaborate with supervisors to outline career goals and identify development opportunities within BRAI and the larger research field.	

Technical and Behavioral Competencies
Essential Technical Skills

Brain Research Africa Initiative

An International Organisation in Partnership with the African Union Commission & Member of IBI

- ➢ **Psychometrics and Test Development:** Basic understanding of psychometric theories, test development processes, and analysis methods**.**

- ➢ **Data Cleaning and Management:** Competence in cleaning and organizing datasets to ensure data integrity.

- ➢ **Statistical Software Proficiency:** Experience with statistical software such as SPSS or R for basic data analysis.

- ➢ **Data Documentation:** Knowledge of documentation standards for data handling, ensuring transparency and reproducibility**.** Experience with software like Power BI or Tableau for data presentation.

Essential Behavioral Skills

- ➢ **Organizational Skills:** Strong organization and record-keeping skills to maintain high standards in data and documentation.

- ➢ **Analytical Thinking:** Problem-solving abilities to address data issues and interpret psychometric findings.

- ➢ **Communication Skills:** Ability to convey data insights clearly to team members and stakeholders.

- ➢ **Integrity and Confidentiality:** Commitment to ethical data handling, maintaining confidentiality and adhering to data protection protocols.

Person Specification

- ➢ **Educational Background**: **Educational Background**: Bachelor's degree in Psychology, Statistics, Data Science, or a related field with coursework in psychometrics and data analysis

- ➢ .**Experience**: At least 1-2 years of experience in data management, research support, or similar roles.

- ➢ **Technical Proficiency**: Familiarity with data entry, cleaning, basic statistical analysis, and psychometric concepts.

- ➢ **Attention to Detail**: Consistently accurate with data and documentation, ensuring high standards of data quality.

Personal Attributes

- ➢ **Collaboration and Teamwork**: Works well within a team-oriented environment, contributing to research activities in a positive and constructive manner.

➢ **Problem-Solving Skills**: Ability to address data issues and troubleshoot technical challenges as they arise.

➢ **Cultural Sensitivity**: Respect for diversity and a strong understanding of ethical research practices across cultural contexts.

Additional Considerations

Unsocial Working Hours

➢ **Flexibility**: This position may require work outside normal hours to meet project deadlines, respond to urgent data requests, or support field data collection.

➢ **Responsive Support**: Able to address urgent queries related to data management or analysis during high-priority research phases.

Travel Requirements

➢ **Field Site Visits**: Travel to various African field sites as needed to oversee data collection, support research teams, and ensure data quality control in situ.

➢ **Learning and Networking Opportunities**: Attend relevant conferences, training sessions, or workshops to foster professional growth and technical skills.

The duties listed above may be revised and updated to reflect current and or changing practices of the organisation in line with partner, Board and other stakeholder recommendations

Date- Nov 2024

Application

Candidates are invited to submit their CV, a cover letter detailing their interest and qualifications, and any relevant supporting documents by to secretariat@brainafrica.org copying brain.administrator@brainafrica.org

Subject: Research Assistant - Psychometry Application – BRAIN Cameroon

Application Deadline: 29 November 2024.

IDE CHE - 185.183.725   No. 00000359/ARDA/JO6/ALPAS/APPB   DUNS Number: 851737801   UEID: X2X3VNLXLKE1   4

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"If the brain does not work, the rest does not matter." AKN
"There is no development and wealth without health as there is no health without brain health." AKN