

## JOB ADVERTISEMENT

### POLICY RESEARCH COORDINATOR (PRC)



#### BasicNeeds-Ghana

BasicNeeds-Ghana is a pioneer and reputable nonprofit non-governmental organisation that has operated in the mental health and development space of Ghana for 20 years now. The organisation implements an innovative and unique model for mental health and development, which is rights-based, people/ mental health-service user-centred, and recovery oriented. The mental health and development model promotes community-based mental healthcare integrated into general healthcare at the Primary Health Care level, enhances means to secure livelihoods, prioritises system strengthening and advocates for inclusive public policies and programmes, increasing individual, family and community-wide awareness and knowledge to reduce stigma. Our work also emphasises partnerships and collaborations for wider synergies and impact. BNGh operates across the entire Ghana, with dominant presence in the five northern-most regions of the country, the regions of the Bono and Ahafo traditional areas, Ashanti, Oti and Volta regions, Greater Accra Region, and Central Region.

#### Policy Research Coordinator (PRC)

The Policy (and) Research Coordinator will be responsible in ensuring that BNGh actively contributes to evidence that promote inclusive, responsive, and accountable public policies and programmes. The Policy Research Coordinator will lead the review/ critique of public policies, programmes, and schemes, on their inclusiveness and responsiveness to the needs and rights of poor and vulnerable, most left behind persons affected by mental health conditions. S/he will lead in conducting primary research that build data (facts and figures) that inform(s) and influence(s) public policies, programmes, and schemes in favour of the most vulnerable and help capacitate the disadvantaged to lead their own advocacy and self-representation.

The desired candidate will be an individual suitably qualified and experienced in public policy research and public policy analysis. Hands-on with implementation science/ implementation research, and proficient in the use of data analysis software (Stata, SSPS, NVivo etc). Has strong writing skills, with ability to contribute to policy planning and development, implementation, and review/evaluations.

#### Key Responsibilities

##### 1. Public Policy, programme, and scheme appraisal/critique

- Actively look for and access public policies, legislations, guidelines, and manuals on public programmes that have direct impact on the most vulnerable of Ghanaian society.
- Craft expert literature reviews and presentations to inform research and policy discussions
- Conduct interviews with practitioners and policy makers to inform research focus and policy discourse

##### 2. Primary research Lead

- Lead in conducting in-depth, extensive, and time-sensitive research on public policies, programmes, and scheme,

- Developing research project funding applications
- Developing research protocols for approval(s) of Ethics Review Committee(s)/ Institutional Review Board(s).
- Developing field research data collection instruments and analysing field data utilising data analysis software packages
- Preparation of research reports and papers
- Dissemination of evidence (make oral and written presentations)

### 3. Support Monitoring, Evaluation, and Learning (MEL)

- Support with the review of indicators for project outcomes and results
- Develop data collection instruments and measurement checklists
- Contribute to the orientation/ training of field officers and ensuring data quality

### 4. Any other duties

- Delegated representation/ authority

#### Other requirements

Applicants must be willing and committed to working with persons living with mental health conditions, with limited English language literacy and numeracy, in deprived communities, and abiding by safeguarding principles and standards, and with no criminal record.

Females are encouraged to apply. Successful candidates must be ready to start work within three calendar months from date of notice of offer of employment.

#### Mode of application

Interested and qualified candidates must submit a letter of application, detailing your suitability and aspirations for the role, and, along with your application, a most recent and concise resume/curriculum vitae demonstrating your suitability for the job, with both the application letter and resume/curriculum vitae put into a one pdf document, e-mailed to [info@basicneedsghana.org](mailto:info@basicneedsghana.org) by 4.00pm on Friday, 7<sup>th</sup> June 2024. Visit <https://www.basicneedsghana.org/jobs> for detailed versions of the jobs advertised.