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Royal Government of Bhutan | National Medical services

"Towards Efficient, Effective and Equitable Health System"



NMS/HRD/2024-25/2B/ 2523

07/02/2024

VACANCY ANNOUNCEMENT

As per the decision of 14th HRC Meeting held on 29th January 2025, the National Medical Service is pleased to announce the following vacancy for Research Officer tentatively from 1st March 2025 detailed below:

Position Title	Slot	Contract Type	Duration	Place of Posting	Minimum Qualification	Other criteria
Research Officer	1	Fixed term	15 months	NMS	Minimum of Bachelor in any field.	As per the ToR attached

Documents required:

1. Academic transcript (CL- XII & Bachelors)
2. Valid Security Clearance
3. Citizenship Identity Card
4. Medical Fitness Certificate
5. No Objection Certificate (if already employed)

Interested individuals fulfilling the given qualification and required skills can apply via given link on or before 21st February 2025.

Link: <https://forms.gle/spzgcUK7ikhBiU2Y6>

For more details kindly mail to hrd@nms.gov.bt/sphuntsho@nms.gov.bt

(Leela Rupa Adhikari)
Sr. HR Officer

Cc:

1. Hon'ble President, NMS, for kind information
2. Planning Officer, NMS for kind information
3. ICT, NMS with request to upload in website
4. Office copy



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Terms of reference (ToR)- Research Officer

Position title: Research Officer

Project title: Pulmonary Rehabilitation Project

Duty Station: RESPIRE Project, JDWNRH

Reporting to: Principal Investigator, RESPIRE Project

Duration: 15 Months

Contract type: Fixed term

Start date: March 1st, 2024 (tentative)

1. Background

Chronic Respiratory diseases (CRDs) are common disabling conditions worldwide with high prevalence, morbidity and mortality. More than half of the CRD patients live in low- and middle-income countries (LMICs) where resources for identifying the condition, understanding the disease status of individual patients and overall management is often poor. CRDs in high-income countries (HICs) are dominated by chronic obstructive pulmonary disease (COPD) and asthma whereas in LMICs post-tuberculosis (TB) lung disorder, bronchiectasis, and other (often unidentified) respiratory conditions contribute to a significant proportion of CRDs. Pulmonary rehabilitation (PR) is an essential component of evidence-based clinical management guidelines for CRDs, though most of the evidence on PR is disease-specific and generated from HICs. Our recent systematic review revealed that 12 out of 13 studies suggested that PR for the patients with CRDs in LMICs was an effective intervention, though, the studies were typically at high risk of bias highlighting the need for further high-quality large-scale studies in LMICs to measure the effectiveness, components, and mode of delivery of PR for CRDs.¹

In this feasibility study, we will assess the resource infrastructure, optimal components of the PR programme, relevant CRDs eligibility, and model of service delivery for delivering PR in Jigme Dorji Wangchuck National Referral hospital, Bhutan. We will also assess potential outcomes including before and after intervention measurement of functional exercise capacity and health-related quality of life. In qualitative interviews, we will explore the barriers and enablers, and stakeholders' opinions to implementing PR in each country.



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We will recruit thirty (30) clinically eligible patients and provide them with 8 weeks of PR incorporating components derived from global PR guidelines and informed by our prior systematic review and adapted to be deliverable in a low-resource setting. We will assess the patients at baseline, end of the course (8 weeks) and then at 6 months to assess sustainability. Moreover, along with the quantitative assessment of outcomes (functional exercise capacity, health-related quality of life, dyspnoea severity and other secondary parameters), we will conduct a qualitative interview with a purposive sample of patients, providers, and other health care professionals e.g., medical specialists and general duty medical officers.

We will synthesize our findings for conference presentations, and peer review publications and advocate for PR with stakeholders.

The RESPIRE project, based at the University of Edinburgh is providing funding for the Pulmonary Rehabilitation Project (PuRe) initiative in Bhutan. This represents a significant step towards improving health outcomes for patients with Chronic respiratory diseases. To ensure the successful implementation and management of these efforts, the recruitment of the Research Officer is essential.

This position will be instrumental in driving the Pulmonary Rehabilitation initiative forward, ensuring its objectives are met effectively and the project is completed on time. The Research Officer will actively participate in research activities, contributing to the generation of evidence-based insights that align with the overarching goals of the NMS and the Pulmonary Rehabilitation project. This role is integral to maintaining the project's momentum and achieving sustainable outcomes in line with the NMS's commitment to excellence in healthcare delivery.

2. Objective

The Research Officer will be responsible for the day to day activities of the Pulmonary Rehabilitation project and also draft the project report. Key responsibilities include conducting a systematic review of scholarly and technical knowledge related to the Pulmonary Rehabilitation project, covering academic and non-academic literature produced within and outside the continent. The role also involves analysing data and findings from the implementation of the Pulmonary Rehabilitation project in Bhutan. Additionally, the Research Officer will coordinate project activities, including stakeholder engagement, research organization, and ensuring timely delivery of outputs.

3. Scope of the work

The research officer will be required to carry out the following activities/tasks:



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- 1) Coordinate and schedule project meetings with stakeholders, ensuring effective communication.
- 2) Prepare and distribute meeting agendas, minutes, and action items.
- 3) Maintain accurate records of project activities, correspondence, and documentation.
- 4) Prepare and submit project reports, including progress updates and financial summaries.
- 5) Design, manage, and conduct research, including data collection, management, and analysis.
- 6) Draft and edit research manuscripts and publications.
- 7) Monitor project timelines, assess risks, and recommend corrective actions.
- 8) Ensure compliance with ethical guidelines, institutional policies, and donor requirements.
- 9) Develop and implement monitoring frameworks to track project outcomes.
- 10) Provide logistical support for events such as workshops and training sessions.
- 11) Build and maintain relationships with stakeholders and represent the project in forums.
- 12) Oversee procurement and ensure adherence to donor guidelines.
- 13) Support capacity-building activities through organizing training and knowledge-sharing events.
- 14) Collaborate with internal divisions, and departments to ensure alignment and resource optimization.
- 15) Perform other tasks as assigned by the Principal Investigator.

4. Deliverables:

The Research officer will be responsible for preparing and submitting key reports to ensure accountability and transparency throughout the Pulmonary Rehabilitation project. These include monthly project progress reports highlighting activity updates, milestones achieved, challenges faced, and proposed solutions, as well as quarterly financial summaries detailing budget utilization, expenditure tracking, and variance analysis in collaboration with the Finance Office and the Policy Planning Division. The Research Officer will also generate meeting reports, including agendas, minutes, and action plans for all project-related meetings. Further, periodic research reports summarizing activities, data analysis, and findings will be prepared in alignment with project goals. At the project's conclusion, a comprehensive final report will document achievements, outcomes, lessons learned, and recommendations. Additionally, stakeholder engagement reports will capture interactions with key partners, workshops, training sessions, and collaborative outcomes, ensuring effective documentation of all project activities.



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5. Duration of the Contract

The Research Officer will be recruited for the term of 15 months and it's a fixed term with no renewal entertained.

6. Grade and the salary structure

The type of the contract will be "Time bound project-based Contract" and the grade assigned will be P5A with the Gross salary of Nu. 50,000/-. The salary will be paid lumpsum and Tax will be deducted at the source.

7. Governance and support by the NMS

The National Medical Services is respectfully expected to

- 1) assist/guide the Research Officer.
- 2) Identify and provide the office space to seamlessly work.
- 3) Pay the Research Officer in accordance with the payment schedule established.

8. Location

The Research Officer will be based in JDWNRH, NMS at Thimphu, Bhutan.

9. Qualification and required skills

- 1) A minimum of a Bachelor's degree in any field (general academic background acceptable).
- 2) Demonstrated knowledge and understanding of research methodologies and practices.
- 3) Strong written and verbal communication skills, with the ability to prepare detailed reports and documentation.
- 4) Proficiency in data collection, management, and basic analysis.
- 5) Excellent organizational and coordination skills to manage multiple tasks and meet deadlines.
- 6) Demonstrated administrative abilities to lead and manage project-related tasks effectively.
- 7) Technological efficiency, including proficiency in using Google Workspace (Docs, Sheets, Slides) and Microsoft Office Suite (Word, Excel, PowerPoint).
- 8) Ability to liaise effectively with diverse stakeholders, including internal divisions, departments and external partners.
- 9) Strong attention to detail and commitment to maintaining high standards in research activities.



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- 10) Self-motivated with the ability to work independently and collaboratively as part of a team.
- 11) Strong leadership and problem-solving skills to oversee and ensure the smooth execution of administrative and project-related responsibilities.
- 12) Familiarity with ethical guidelines and compliance in research will be an added advantage.

10. Evaluation Criteria

The National Medical Services now invites eligible candidates to indicate their interest in providing the Services. Interested candidates must provide information demonstrating that he/she has the required qualifications and relevant experience to perform the Services. For evaluation of the expressions of interest the following criteria will be applied:

1. RCSC existing criteria