



**Mycetoma
Research Center**



WHO Collaborating Center on Mycetoma & Skin NTDs

Excellence & Leadership

Job Descriptions

Positions:

Senior Researcher

Researcher

Research Assistant

Research Technician



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Organisational Structure & Scope

This document sets out unified job descriptions for research staff at the Mycetoma Research Center (MRC), University of Khartoum.

Positions Covered

- Senior Researcher
- Researcher
- Research Assistant
- Research Technician

Senior Researcher

Applicable To	The Mycetoma Research Center, University of Khartoum
Reports To	Center Director
Supervises	Researchers, Research Assistants, Research Technicians, and graduate students assigned to the research group
Employment Type	Full-time
Location	The Mycetoma Research Center, University of Khartoum

Job Purpose

The Senior Researcher provides scientific leadership for independent research programmes, from concept and funding through execution, publications, and translation of findings. The role leads one or more research groups, mentors junior scientific staff, and represents the MRC in national and international scientific and funding forums.

Key Responsibilities

- Design and lead original research programmes aligned with the MRC strategic priorities and scientific mandate.
- Secure competitive research funding by preparing and submitting grant proposals to national and international agencies.
- Manage assigned research budgets, timelines, and deliverables in line with institutional and funder requirements.
- Supervise and mentor Researchers, Research Assistants, Research Technicians, and postgraduate students within the research group.
- Design study protocols and research methodologies, and ensure rigorous, reproducible practice across all studies led.
- Oversee data analysis, interpretation, and quality assurance for all outputs from the research group.
- Author and co-author manuscripts for peer-reviewed publication and present findings at national and international conferences.
- Ensure all research activities comply with institutional biosafety, ethics, and research integrity policies, and liaise with the Institutional Review Board.
- Build and maintain collaborations with national and international research institutions, funding bodies, and industry or governmental partners.

- Contribute to the strategic planning, policy development, and capacity-building initiatives of the MRC.
- Serve on institutional committees and represent the MRC at university, national, and international levels as required.

Qualifications & Education

- PhD (or equivalent doctoral degree) in a field relevant to the MRC research mandate (e.g. biomedical, veterinary, public health, environmental, or life sciences)

Experience

- Minimum of 7-10 years of post-doctoral research experience in a relevant research setting
- Demonstrated track record of peer-reviewed publications in reputable scientific journals
- Proven success in securing and managing competitive research grants
- Experience supervising research staff and/or graduate students
- Experience establishing or contributing to national or international research collaborations is highly desirable

Required Skills & Competencies

- Advanced expertise in research methodology, study design, and data analysis relevant to the field
- Strong scientific writing skills, including grant and manuscript preparation
- Strategic thinking and research program leadership
- Strong mentorship, supervisory, and team-leadership capability
- Excellent oral communication and scientific presentation skills
- Sound understanding of research ethics, biosafety, and regulatory compliance
- Proficiency in statistical, bioinformatics, or epidemiological software relevant to the research area
- Fluency in Arabic and English (spoken and written)

Working Conditions

Primarily based in MRC laboratories and offices, with field travel where required by the research programme, and occasional national and international travel for conferences, training, and collaborative work. May require flexible hours to accommodate experiments, field schedules, grant deadlines, and international collaborators' time zones.

Researcher

Applicable To	The Mycetoma Research Center, University of Khartoum
Reports To	Senior Researcher / MRC Director
Supervises	Research Assistants and Research Technicians assigned to specific studies
Employment Type	Full-time
Location	The Mycetoma Research Center, University of Khartoum

Job Purpose

The Researcher conducts research under the scientific direction of a Senior Researcher or the MRC Director, contributing to study design, data collection, analysis, and dissemination of findings, while progressively developing independent research capacity.

Key Responsibilities

- Contribute to the design and execution of research studies and protocols under senior scientific guidance.
- Conduct laboratory, clinical, and/or field research activities in accordance with approved protocols and good research practice.
- Collect, manage, analyse, and interpret research data using appropriate statistical or scientific methods.
- Maintain accurate and complete records of experiments, procedures, and results, including notebooks, logs, and electronic data files.
- Co-author manuscripts, reports, and conference presentations arising from the research.
- Assist in the preparation of grant proposals and progress reports.
- Supervise and provide day-to-day technical guidance to Research Assistants and Research Technicians on assigned projects.
- Ensure research work complies with biosafety, ethics, and quality-assurance requirements.
- Keep up to date with relevant scientific literature and emerging methods in the field.
- Participate in MRC seminars, journal clubs, and collaborative research meetings.

Qualifications & Education

- PhD in a field relevant to the MRC's research mandate (preferred), or a Master's degree in a relevant discipline with substantial research experience

Experience

- Minimum of 2-4 years of relevant research experience (post-Master's or post-PhD as applicable)
- Demonstrated experience with research techniques relevant to the research area
- Experience analysing and interpreting scientific data
- Prior authorship or co-authorship of scientific publications is an advantage

Required Skills & Competencies

- Sound knowledge of research methods and techniques relevant to the field
- Competence in data analysis and relevant statistical, bioinformatics, or epidemiological software
- Good scientific writing and communication skills
- Ability to work both independently and collaboratively within a research team
- Strong organisational skills and attention to detail
- Understanding of research ethics and safety standards
- Fluency in Arabic and English (spoken and written)

Working Conditions

Based in MRC laboratories and, where relevant to the research programme, field sites, with some travel for training, data or sample collection, or conference attendance. May involve extended or irregular hours during critical research phases.

Research Assistant

Applicable To	The Mycetoma Research Center, University of Khartoum
Reports To	Researcher / Senior Researcher
Supervises	May guide Research Technicians on specific routine tasks, students and others
Employment Type	Full-time
Location	The Mycetoma Research Center, University of Khartoum

Job Purpose

The Research Assistant supports the day-to-day implementation of research projects, including data collection, sample handling, basic analysis, and administrative support to the research team.

Key Responsibilities

- Assist in the preparation, setup, and conduct of experiments and research procedures under supervision.
- Collect, label, process, and store samples according to standard operating procedures.
- Enter, organise, and clean research data into study databases and spreadsheets.
- Conduct literature searches and assist in summarising scientific literature for the research team.
- Perform basic statistical or descriptive analysis of research data as directed.
- Maintain inventory, order supplies, and monitor stock of consumables and materials.
- Assist in the preparation of study documents, including protocols, consent forms, and progress reports.
- Support the organisation and documentation of research meetings, workshops, and training sessions.
- Support community, field, or stakeholder engagement activities where relevant to the research programme.
- Ensure adherence to biosafety, ethical, and data protection guidelines in all research activities.
- Assist Researchers and Senior Researchers with any other research-related tasks as assigned.

Qualifications & Education

- Bachelor's degree in a field relevant to the MRC's research mandate (e.g. biomedical, veterinary, public health, environmental, or life sciences)

Experience

- 0-2 years of relevant research or field experience; internships or undergraduate research projects are an advantage
- Prior exposure to data collection or basic research procedures is desirable

Required Skills & Competencies

- Basic knowledge of research techniques and principles relevant to the field
- Proficiency in Microsoft Office (Word, Excel) and basic data-entry tools
- Good organisational skills and attention to detail
- Ability to follow written protocols and instructions precisely
- Good written and verbal communication skills
- Willingness to learn new techniques and receive supervision and feedback
- Fluency in Arabic; working knowledge of English preferred

Working Conditions

Based in MRC facilities and, where relevant to the research programme, field locations. Standard working hours, with occasional flexibility required for data or sample collection.

Research Technician

Applicable To	The Mycetoma Research Center, University of Khartoum
Reports To	Researcher / Laboratory Manager
Supervises	None
Employment Type	Full-time
Location	The Mycetoma Research Center, University of Khartoum

Job Purpose

The Research Technician provides hands-on technical support to research projects, including operating and maintaining equipment, processing samples, and ensuring laboratory and field activities are carried out safely and efficiently.

Key Responsibilities

- Prepare reagents, solutions, materials, and sampling kits required for research activities.
- Operate, calibrate, and perform routine maintenance of laboratory and/or field equipment.
- Process, label, and store biological, chemical, or environmental samples in accordance with standard operating procedures
- Carry out routine procedures, tests, and assays under the direction of Researchers or the Laboratory Manager.
- Record experimental and field data, equipment logs, and maintenance schedules accurately and promptly.
- Monitor and maintain adequate stock levels of consumables, reagents, and personal protective equipment; assist with procurement requests.
- Ensure cleanliness, proper waste disposal, and compliance with biosafety and health and safety procedures in laboratory and field settings.
- Assist in troubleshooting equipment malfunctions and coordinate repairs with vendors as needed.
- Support Researchers and Research Assistants with sample and data collection during laboratory or field activities.
- Participate in safety training and ensure adherence to institutional safety and biosafety protocols at all times.

Qualifications & Education

- Diploma or Bachelor's degree in a technical field relevant to the MRC's research mandate (e.g. laboratory sciences, veterinary sciences, environmental health, or a related field)

Experience

- 0-2 years of laboratory or field technical experience; practical attachments or training during studies are an advantage

Required Skills & Competencies

- Practical competence in basic laboratory and/or field sampling techniques
- Good understanding of biosafety, biosecurity, and safety procedures
- Attention to detail and accuracy in record-keeping
- Ability to follow standard operating procedures precisely
- Basic computer literacy for data logging and inventory tracking
- Good time-management and organisational skills
- Fluency in Arabic; basic English for reading technical labels and manuals

Working Conditions

Combination of laboratory-based work and, where relevant to the research programme, field deployment. Involves exposure to biological, chemical, or environmental materials, requiring strict adherence to personal protective equipment (PPE) and safety protocols.