**Description for the [provincial or regional] Coordinator**

***This position may be filled by a government employee (institutional partner) serving as a part-time worker.***

**Introduction**:

The [COUNTRY LEAD INSTITUTION] in partnership with the [COUNTRY SECOND LEAD INSTITUTION] is implementing the [NAME OF THE SYSTEM] in [COUNTRY]. The project aims to develop a nationwide sample registration system (SRS) to record pregnancies, births and deaths; and carry out verbal and social autopsy of deaths identified. The [COUNTRY LEAD INSTITUTION] is looking to recruit a [provincial or regional] coordinator to assist the implementation of the [NAME OF THE SYSTEM] project.

The [provincial or regional] coordinator will provide technical and managerial assistance for all aspects of the study at the [provincial or regional] level. He or she is expected to maintain good public relations and communicate with [provincial or regional] officials to mobilize various resources in the implementation of the project.

**Based at**: Based in [Province or Region name]

**Employment type:** X% for twelve months

**Major responsibilities include:**

* Oversee and coordinate all activities in its [province or region]
* Support financial management
* Provide logistical support
* Ensure that the field work is conducted in accordance with protocol
* Provide technical assistance as needed (training)
* Conducting monthly SRS visits as needed
* Support the data management as needed
* Prepare monthly reports
* Communicate with [provincial or regional] officials
* Report to [provincial or regional] manager

**Qualifications:**

The following qualifications are preferred:

* Masters-level training in public health or related with a focus on quantitative methods
* Proficiency in developing and managing State of the Art Computer Assisted Personal Interview applications such as Open Data Kit (ODK)
* Ability to work both as part of a team and independently
* Experience in coordinating and managing field teams

**To apply:**

Please email a cover letter highlighting your relevant education, experience and skills and an updated CV to the following individual. Screening will start immediately on a rolling basis. The position will be filled once a suitable candidate is identified, so early application is encouraged.

Please send application materials or questions to:

Ms./Mr. [NAME]

[EMAIL]