**Description for the Data Collector Supervisor**

**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 (VASA) of deaths identified. The [COUNTRY LEAD INSTITUTION] is looking to recruit a data collector supervisor to assist with the implementation of the [NAME OF THE SYSTEM] project.

The data collector supervisor provides logistical support and oversees quality assurance during the field activity in its [province or region]. In carrying out duties, he or she will supervise the VASA data collectors and the community-based workers. Under the [provincial or regional] coordinator, he or she is expected to maintain good public relations to mobilize various resources in the community (chiefs, religious leaders, community representatives, birth attendants, health professionals that support the [NAME OF THE SYSTEM]).

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

**Employment type:** 100% for twelve months

**Key functions:**

* Responsible for one fieldworkers’ team (2 or 3 VASA data collectors and community-based workers)
* Prepare the workplan of the team (weekly household visits for VASA, monthly follow up for pregnancies)
* Coordinate daily data collection
* Ensure that VASA data are completed correctly and consistently
* Report any issue with data collection to the [provincial or regional] coordinator (area with poor network, no response of participants and no compliance to the study)
* Provide technical assistance as needed (training)
* Conducting monthly SRS visits to ensure that the field is conducted in accordance with protocol
* Review data reported by VASA data collectors and community-based workers
* Prepare weekly reports
* Report to [provincial or regional] coordinator

**Qualifications:**

* Be a resident in the [province or region]
* At least secondary schooling, at least two years of experience in managing field team and collecting survey data
* Speak the languages in the [province or region] where he or she will work
* Ability to use smartphone/tablet to collect and report data to the server
* Data processing skills will be an asset
* Female candidates are encouraged
* The data collector supervisor will receive a monthly salary from the [NAME OF THE SYSTEM] project.

The following qualifications are preferred:

* Ability to work both as part of a team and independently
* At least secondary schooling with experience in survey data collection/management
* Willingness to undertake at least a two-year assignment

**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]