**Job Description for Field Coordinator**

**Qualifications**

Qualified professional with experience in coordinating and supervising fieldwork including sampling, mapping, data collection, specimen analysis, and compilation of results for data entry and management

**Responsibilities (will depend on the survey)**

1. Oversee and review all aspects of fieldwork on a daily basis
2. Assist in hiring field staff
3. Supervise team supervisors and field workers on a daily basis
4. Ensure equipment is working properly
5. Establish timeframe for field work
6. Coordinate field work with local representatives/community members
7. Secure permission from local community leaders for data collection in selected clusters with help from local government staff
8. Prepare all materials in advance to be used in fieldwork, which includes developing and pre-testing data collection forms, obtaining maps, and ordering all lab supplies, etc. (SEE MODULES 6 and 7)
9. Work with government mapping bureau and government statistical agency to select clusters and households in the cluster
10. Obtaining ethics approval
11. Plan and implement the training of the field teams
12. Plan the logistics of field work collection
13. Managing budget and expenses
14. Resolve administrative issues relating to travel, accommodation, behaviors of field teams, security issues etc. through appropriate channels
15. Resolve questions from participants
16. Oversee the shipment of samples
17. Review all data collection forms for consistency and completeness
18. Supervise data entry
19. Troubleshoot any problems with fieldwork

**Daily Activities**

Will vary depending on the survey