**Job description team supervisor**

**Qualifications**

Person with experience in household survey sampling and data collection

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

1. Understand all aspects of data collection and supervise its timely and correct implementation following all appropriate procedures specified in the field manual
2. Contact community leaders/regional administration to inform participants of the survey objectives, dates, locations, and time of the data collection. Request support from a community-based health worker for the cluster, if possible
3. In coordination with the community leaders/regional administration, resolve any issues that might emerge during field work
4. Supervise required number of teams
5. Report to field coordinator
6. Ensure proper training and preparedness of team members
7. Make sure the necessary supplies and equipment are ready the night before each day of field work
8. Ensure the safe and adequate collection of blood samples, and assist with the proper storage and transport of the samples to the local lab. Make sure that biohazardous materials are disposed of properly and safely
9. Oversee the work performance of the team members: review questionnaires to ensure they are properly completed; make sure labels are appropriately used; receive food samples from interviewers and handle samples following standard procedures
10. Maintain petty cash for fuel and miscellaneous expenses
11. Serve as a resource for the team and survey participants
12. Serve as a back-up for the team; assist team members if they need help
13. Keep in daily contact with the field coordinator during the field work

**Daily Activities**

1. Ensure availability of back-up equipment and extra supplies for all data and sample collection procedures
2. Review the daily plan with team members
3. Assist teams to identify households to participate in the survey according to the sampling protocol
4. Assist with blood sample collection as needed (NOTE: only the trained lab technician/nurse is to draw and process the blood – team supervisor may assist with labeling, working with upset children, etc.)
5. Ensure safe disposal of biohazardous materials
6. Oversee the completion of the data collection forms; review forms upon completion of interviews for accuracy and completeness before leaving the household