2015-16 Malawi Demographic and Health/Nutrition Survey

Vacancies for Temporary Positions to Support Nutrition Component

# Background

The 2015-2016 Malawi National Nutrition Survey will be conducted in coordination with the Malawi Demographic Health Survey (MDHS) as a single integrated survey from September 2015 through January 2016. The purpose of the survey is to collect nationally representative data on the nutritional status of children, women and men. Furthermore, the survey aims to evaluate the impact of key nutrition interventions in Malawi, including vitamin A fortification and iron supplementation. The survey is designed as a follow-up to the 2009 national nutrition survey, although this survey will include several additional indicators and a more detailed integration with basic demographic, health and nutrition indicators as part of the MDHS.

The Malawi National Statistical Office (NSO) will implement the overall DHS survey in collaboration with other agencies and technical assistance from ICF international. The Malawi Ministry of Health Community Sciences Unit (CHSU) will lead the nutrition component in collaboration with the Department of Nutrition, HIV and AIDS (DNHA) and UNICEF with technical assistance from the Centers for Disease Control & Prevention (CDC). See organogram below for a visual description of key study personnel. We are looking for qualified people to take up the below positions.

# Organogram

**Principal Investigators**

* **NSO**

1. Coordinate and implement larger DHS survey
2. Lead integrated protocol submission and approval
3. Provide operational support in the implementation of the survey
4. Work closely with the nutrition survey PI and nutrition survey coordinator to ensure smooth implementation

* **CHSU**

1. Coordinate and implement the nutrition component of the DHS survey
2. Provide managerial and operation support to the nutrition personnel, including survey coordinator, lab coordinator and team leaders
3. Work closely with partners and external technical experts
4. **Study Coordinator- *reports to PI***

***Responsibilities:***

* Support timely preparation for survey administration and data collection
  + Work closely with the PIs in all the technical aspects of the survey design
  + Ensure all major focus areas are included for micronutrient questionnaire in consultation with stakeholders
  + Support the planning for field work in collaboration with NSO, CHSU, MoH, DNHA, UNICEF and DHS
  + Follow up with UNICEF on timely procurement of supplies and maintain active inventory during survey
  + Ensure that arrangement are made to clear supplies from customs and have them transferred for training and piloting
  + Participate with PIs in hiring of survey staff. Resolve administrative and human resources issues throughout the survey period
  + Organize and coordinate all aspects of the pre-test and survey training with support from external technical experts and partners
  + Finalize micronutrient survey training guidelines for Malawi
* Coordinate and support all aspects of the implementation of the micronutrient component of the survey
  + Provide technical support for implementation of all components of the micronutrient survey
  + Support communication across the five teams with regular calls and weekly reporting system to track progress and identify any abnormal methods
  + Monitor the completion of clusters and ensure the survey proceeds according to the timeline
  + Support data collection and supervise field operations, including logistics and travel. Delegate travel and logistics to team leads where necessary to ensure each team works efficiently and methods are consistent
* Support data entry, data cleaning, and analysis
  + Review completed questionnaires. Ensure labelling procedures are followed and implement quality checks
* Support communication
  + Support communication between the NSO/DHS/CHSU, nutrition PI, and survey team
  + Ensure that all members of the Micronutrient Survey Task force are fully informed and briefed of progress
  + Facilitate stakeholder/partner meetings (at minimum on a monthly basis, but more frequently as needed)
* Supervise personnel
  + Oversee data manager and lab coordinator
  + Assist lab coordinator in identifying and collaborating with local and international laboratories that will carry out analysis of biomarkers
  + Manage three regional coordinators and field teams
* Other duties as assigned

# *Qualification and experience*

* Masters Degree in relevant field preferred
* Minimum of 5 years of field experience, preferably in the area of nutrition
* Prior experience with health surveys, particularly logistics
* Experience providing training
* Experience supervising teams and personnel

# Data Manager- *reports to study coordinator and PI*

***Responsibilities***

* Lead data management, processing and data quality for micronutrient component
* Liaison to NSO data manager: collaborate with NSO on the database development (if incomplete at the time of hire), oversee data entry at NSO, ensure data is protected, backed-up daily, and that participant confidentiality is maintained
* Report weekly to ICF and CDC technical experts on data management matters
* Edit hard copy booklets from micronutrient component to ease data entry
* Manage data tracking system: cross-check all IDs from questionnaires turned in by field teams with specimen reports generated by laboratories
* Perform hard copy discrepancy checks from paper version micronutrient questionnaire to reconcile any discordant data between the independent entries
* Maintain security and organization of paper version micronutrient questionnaire
* Cross-check IDs from micronutrient component with DHS data periodically
* Ensure barcode labels are working properly and used correctly (troubleshoot as needed)
* Record movement of field teams, response rates, and the number of households completed each day– incorporate into weekly reports to CDC
* Create data tables for reporting to PI’s and technical experts upon request

# *Qualification and experience*

* Minimum of Diploma in biostatistics or relevant field
* Experience with data management
* Working knowledge of CSPro, EpiInfo, Excel and SAS software
* Experience in using tablets for data collection is strongly preferred
* Excellent verbal and written communication skills
* Excellent time management and organisational skills

# Laboratory Coordinator- *reports to study coordinator and PI*

***Responsibilities***

* Report to the PI and study coordinator on regular basis on the progress of the survey lab work
* Determine/confirm the capacities of the laboratories (regional and central) to effectively carry out assigned analysis
* Identify appropriate laboratory equipment and storage space as required by the survey
* Plan and ensure the cold chain is maintained
* Plan and implement the specimen movement process. Comply with data tracking protocol.
* Manage the training for the lab technicians
* Develop and manage the waste disposal and safety protocol for the survey
* Responsible for the laboratory supplies for the survey
* Coordinate and store samples in a proper condition (temperature, storage container, etc) upon arrival in the lab
* Ensure all equipment is in good working order
* Distribute samples to appropriate labs and coordinate analyses
* Compile results to send to NSO for data integration

# *Qualification and experience*

* Minimum of Diploma in laboratory science or relevant field
* Minimum of 5 years of field experience, specifically in the area of nutrition
* Prior experience with health surveys
* Experience providing training
* Experience supervising teams and personnel
* Comfortable traveling to field
* Must be of sober habits and able to work under tight conditions and deadlines

# Regional Coordinator- *reports to laboratory coordinator and study coordinator*

# *Responsibilities*

# Coordinate with study coordinator and DHS teams on all aspects of fieldwork

# Establish timeframe for fieldwork and movement within and between clusters

* Make regular visits to the teams in the field
* Assist with maintaining records and cluster control sheets, and corresponding sample labels
* Comply with data tracking protocol.
* Oversee cold chain within region, including movement from clusters to regional storage freezers
* Oversee shipment, transport of samples to central lab at CHSU in Lilongwe
* Troubleshoot problems with fieldwork

# *Qualification and experience*

* Minimum of a Diploma in health, social science, or other relevant fields
* Prior experience with health surveys
* Excellent verbal and written communication skills
* Excellent time management and organisational skills
* Must be of sober habits and able to work under tight conditions and deadlines

1. **Team Leader- *reports to regional coordinator***

***Responsibilities***

* Understand all aspects of data collection and supervise its timely and correct implementation following all appropriate procedures specified in the field manual.
* Communicate with DHS teams on a daily basis
* Keep in daily contact with the regional coordinator and survey coordinator during the field work.
* Request support from a community-based health worker for the cluster, if possible.
* Make sure the necessary supplies and equipment are ready the night before each day of field work.
* Manage the work flow in the cluster and maintain all documentation regarding the completion of the cluster
* Conduct the HH interview
* Organize transportation or provide directions for HHs members to the field lab
* Collect food samples from households
* Ensure cold chain is maintained in the field
* Oversee the work performance of the team members
* Ensure labels are appropriately used and forms completed correctly
* Review all data collection forms for consistency and completeness.
* Review all data collection forms daily for consistency and completeness. Perform edits to the paper version micronutrient questionnaire in red ink. If missing values are identified, try to resolve them the following day while the team is in the cluster.
* Serve as a back-up for the team; assist team members if they need help.
* Ensure any difficulties with equipment/supplies are communicated to the survey coordinator asap
* Troubleshoot any problems with fieldwork.
* Remain flexible for accepting any reasonable tasks assigned that are not listed above.

# *Qualification and experience*

* Minimum of a Diploma in health, social science, or other relevant fields;
* Minimum of 3 years’ experience in leading survey field teams;
* Experience in reading and using maps (paper-based and tablet-based) to locate households is strongly preferred;
* Prior experience with health surveys
* Demonstrated ability to lead and supervise field teams;
* Demonstrated ability to problem-solve and troubleshoot issues related to teamwork, surveys, etc.
* Must be fluent in English and in Chichewa, Chitumbuka or both
* Excellent verbal and written communication skills
* Excellent time management and organisational skills
* Must be of sober habits and able to work under tight conditions and deadlines

1. Nurse

*Responsibilities*

* Primary phlebotomist for venous blood collection of survey participants
* Assist laboratory technician with Hemocue, rapid malaria kit and other field diagnostics as needed
* Report results back to participants; refer and treat as needed
* Perform anthropometry with laboratory technician
* Conduct individual questionnaire of participants
* Assist lab techs in setting up the field lab

# *Qualification and experience*

* Minimum of Diploma in nursing
* Prior experience with field-based health surveys
* Prior experience working with young children
* Demonstrated ability to perform phlebotomy in all age groups
* Prior experience with anthropometric measures is strongly preferred
* Must be fluent in English and in Chichewa, Chitumbuka or both
* Excellent verbal and written communication skills
* Excellent time management and organisational skills
* Must be of sober habits and able to work under tight conditions and deadlines

1. Laboratory Technician

*Responsibilities*

* Secondary phlebotomist to assist nurse with venous blood collection
* Perform anthropometry
* Conduct testing for hemoglobin, malaria, urine dipstick in the household or field lab
* Ensure Hemocues, freezers, centrifuge and other equipment are calibrated and functioning properly
* Ensure that bio hazardous materials are disposed of properly and safely.
* Ensure proper sample labeling
* Maintain cold chain at all times
* Process samples as soon as possible after blood collection (centrifugation, separation, storage)
* Set up the field lab in each cluster
* Prepare specimen collection kits

# *Qualification and experience*

* Minimum of Diploma in relevant field
* Prior experience with field-based health surveys
* Demonstrated ability to perform phlebotomy in all age groups
* Must be fluent in English and in Chichewa, Chitumbuka or both
* Excellent verbal and written communication skills
* Excellent time management and organisational skills
* Must be of sober habits and able to work under tight conditions and deadlines

1. Driver

***Responsibilities***

* Keep the vehicle well-maintained and fueled at all times.
* Be familiar with the route required to reach identified clusters.
* Transport team members on schedule as required to clusters, and households as notified by Team Leader.
* If necessary, help the team identify the households selected for the survey.
* Help carry, transport, and store the equipment, supplies, and samples properly.
* Transport samples and/or subjects from the household to the field lab as needed
* Ensure survey equipment and samples are packed safely
* Maintain security vehicle, survey supplies and personal belongings of survey team members. Do not allow unauthorized staff to drive the vehicle
* Assist team members if the car is needed to power any field equipment (for example centrifuges or freezers)
* Assist other team members if they need and request help.
* Must be professional, of sober habits and able to work under tight conditions and deadlines

Length and Period of Engagement:

Training for the survey will be conducted in September-October whereas data collection is expected to start in October, 2015 for a period of 5 months.

**MODE OF APPLICATION AND REMUNERATION**

All interested candidates must send their application letters together with their CVs and copies of certificates to the email address or mailing address below, clearly indicating which position(s) they are applying for both on the letter and on the envelopes by **xxxxx**. Candidates are welcome to apply for multiple positions. Email submissions are preferred.

Those successful will be paid full per diems during the period they will be in the field and a monthly salary for the months they will be engaged.