**Job description Local Focal Point**

**Qualifications**

Experience with the local community and familiarity with survey location

**Responsibilities**

Act as a coordinator in the area designated for each team. There may be several focal points working with each team are depending of the locations of the teams census units.

In general, responsibilities include:

1. Receive all biological samples from the team and ensure appropriate storage and transport
2. Ensure safe storage of team supplies
3. Help teams to identify location of selected clusters
4. Assist with the travel arrangements for the teams to their selected clusters
5. Resolve administrative issues arising during the survey relating to travel and accommodation
6. Inform community police of the survey and arrange for accompaniment if necessary (dependent on security issues)
7. Report back to the survey manager on a frequent basis
8. Help troubleshoot any problems encountered during the fieldwork
9. Ensure that the officers in charge of the health centres in the clusters are also aware of the survey