

## Field Supervisor

### Job Details

Opening date: Jan 06, 2021

Closin date: Jan 11, 2021

Work type: Full time

Contract type: Short-term

### About AIMA:

The Afghanistan Islamic Medical Association (AIMA) is a non-government and non-profit registered organization established in 2008. AIMA provides medical services, health education and research opportunities for health professionals, medical students, communities, and people in need across different provinces of Afghanistan.

### Job Summary:

The Field Supervisor will be responsible for overall field management, recruitment, training of field staff, data collection, quality control, monitoring and coordination of the field work with the Project Coordinator.

### Duties & Responsibilities:

- Recruit, train, instruct, and coordinate field staff based on project standard training guidelines.
- Ensure that field staff are able to successfully accomplish the field work.
- Plan and administer data collection, and act as the primary administrative point of contact in the field with AIMA.
- Communicate the day-to-day progress of the activities in the field with the Project Coordinator.
- Apply quality control measures when data collection is ongoing.
- Ensure accuracy, validity and transparency of the quality data collection and ensure the smooth and efficient day-to-day operation of data collection activities.
- Fulfil the field work as per work plan so that the organization could meet the project deadlines.
- Ensure that appropriate ethical protocols (CASRO) are followed by surveyor and supervisors.
- Monitor the overall data collection process to ensure that data is collected according to the quality control measures.
- Set up survey fraud detection measures and survey fraud mitigation measures to ensure the collection of good quality data.
- Perform other relevant tasks as assigned by the Project Coordinator.

### Job Requirement:

- Bachelor's Degree in social sciences, or any other relevant field.
- Three years of work experience in research, data collection and field management.
- Knowledge of computer programs, including Microsoft Word and Excel.

- Ability to travel to the provinces, districts and villages.
- Knowledge of English, Dari, and Pashto Languages.

**Submission Guideline:**

Interested qualified candidates should send their CV to [faizanullah2013@gmail.com](mailto:faizanullah2013@gmail.com).

**Job Location:**

Farah, Helmand, Ghazni, Uruzgan, Balkh and Khost