



<b>Job Title:</b>	SiLPHIA Survey Manager
<b>Duration of Contract</b>	12 Months
<b>Location:</b>	Freetown, Sierra Leone
<b>Preferred Start Date:</b>	January 1, 2024

### **POSITION SUMMARY**

ICAP at Columbia University is an international non-governmental organisation that aims to ensure the wellness of families and communities by strengthening health systems around the world.

The Sierra Leone Population HIV Impact Assessment (SiLPHIA) is a sub-national population-level HIV impact assessment (PHIA) survey conducted with support from the U.S. Centers for Disease Control and Prevention (CDC) and technical and management assistance from ICAP at Columbia University.

ICAP in Sierra Leone is hiring a SiLPHIA Survey Manager to provide technical and management support to the Sierra Leone National Public Health Agency (NPHA), which leads the survey in collaboration with the Ministry of Health (MoH) and Statistics Sierra Leone (STATS SL). Reporting to the Deputy SiLPHIA Project Director, the SiLPHIA Survey Manager will oversee the day-to-day implementation of the SiLPHIA survey within the Western Area Region. This role includes ensuring adherence to survey protocols, maintaining timelines, and upholding the highest standards of data collection. Responsibilities will span the coordination of field activities, supervision of survey staff, and collaboration with key government and technical partners.

### **MAJOR ACCOUNTABILITIES**

- Coordinate the implementation of the SiLPHIA project, including adaptation, finalization, and operationalization of the survey protocol, Standard Operating Procedures (SOPs), and training manuals.
- Support ethical review processes, ensure regulatory compliance, and maintain institutional review board (IRB) documentation and files.

- Coordinate the recruitment, training, and capacity-building activities for survey staff in collaboration with NPHA, MoH, and STATS SL.
- Develop and implement detailed field deployment plans, ensuring consistent monitoring and evaluation of survey team performance and data collection processes.
- Conduct field visits regularly to ensure compliance with survey protocols and provide direct supervision and support for data collection activities.
- Collaborate with subcontractors and external stakeholders to ensure the timely completion of assigned deliverables, maintaining adherence to ethical guidelines for human subject research.
- Coordinate with NPHA, MoH, STATS SL, and CDC during technical working group meetings to discuss survey progress, address challenges, and optimize project implementation.
- Prepare and submit periodic progress reports, field performance assessments, and regulatory updates.
- Contribute to the preparation of scientific analyses, abstracts, and publications based on survey findings.
- Attend to other duties as assigned.

**MINIMUM EXPERIENCE, SKILLS & PREFERRED QUALIFICATIONS:**

- Master's degree or higher in public health, demography, epidemiology, biostatistics, or a related field.
- At least five years of experience in public health research, surveys, or program evaluations, with a preference for work related to HIV/AIDS or reproductive health.
- Demonstrated ability to manage multidisciplinary teams in survey settings, with at least three years of managerial experience.
- Familiarity with the health systems, geographical landscape, and administrative structures of Sierra Leone's Western Area Region.
- Proficiency in English with strong written and verbal communication skills.
- Advanced skills in Microsoft Office Suite (Excel, Word, PowerPoint) and experience with statistical software such as SAS or SPSS.
- Strong problem-solving, organizational, and analytical capabilities.
- Flexibility to work extended hours and travel extensively within the Western Area Region.