

SITE COORDINATOR

POSITION SUMMARY:

The Site Coordinator will serve as the site team lead to provide oversight and management of survey data collection to determine the prevalence of HIV and other sexually transmitted infections (STIs) and risk behaviours among key and vulnerable populations and their population size in the selected survey sites, with support from the ICAP and NBS Bio-behavioural survey (BBS) team.

MAJOR RESPONSIBILITIES:

Technical

- Oversee the formative assessment and BBS in compliance with the study protocol and associated standard operating procedures (SOPs)
- Coordinate closely with the BBS Coordinator and investigators by participating in daily calls to communicate progress in coupon distribution, recruitment, enrolment, and completion of linkage to care for eligible survey participants
- Coordinate rapid diagnostic testing at a local laboratory by nurse and shipment of blood samples to NHLQATC
- Submitting weekly reports regarding data collection and other survey activities;
- Support identification and recruitment of participants for the formative assessment, including coordinating with the community mobilizer to identify potential participants who meet eligibility criteria
- Support identification and recruitment of study participants for respondent driven sampling including coordinating with the community mobilizer to identify well-networked potential study participants who meet eligibility criteria and are diverse according to the criteria outlined in the protocol
- Ensure all blood collection and testing for all biomarkers for consenting survey participants are performed according to applicable SOPs and follow the clinical procedures outlined in the study protocol
- Ensure all HIV counselors/nurses pack all specimens for processing at the local laboratory according to the applicable SOPs
- Ensure all laboratory technicians follow good laboratory practices including adhering to the testing algorithm and performing quality control procedures
- Ensure laboratory technicians package all specimens for testing at NHLQATC with completed documentation prior to transport
- Ensure all returned coupons are tracked and documented in the coupon manager system
- Respond to data requests and assist in resolving data discrepancies, where applicable



Administration

- Plan and coordinate the implementation of survey procedures according to the protocol and applicable SOPs
- Supervise flow of survey participants and serve as principal administration liaison for the project site;
- Ensure participant and staff safety and maintain security of site office and property
- Oversee informed consent process implemented by interviewers and nurse counsellors
- Ensure participant confidentiality at study site and throughout the survey
- Ensure consent and other paper forms are properly filled, stored and protected in lockable boxes or filing cabinets
- Ensure all survey participants are scheduled for second visits as per the protocol
- Review all completed key informant interview, in-depth interview and focus group discussion notes to ensure clarity, accuracy, and proper documentation
- Ensure all completed interviews have been properly completed and sent to the Survey CTO server Coordinate and ensure laboratory activities are accomplished as per protocol and SOPs.
- Create agendas and/or write minutes for project meetings, and assign tasks, oversee, and supervise the day-to-day operations of the team
- Prepare PowerPoint slides for presentation on progress of the project
- To closely follow up and monitor research fund expenditure at field level
- Respond to special needs of the site study team related to the research project
- Ensure site has adequate study supplies and project-related tools, including sufficient supply of consent forms in appropriate languages and sufficient airtime/data bundles to enable data submission to server
- Oversee equipment checks and troubleshoot any problems with data collection equipment (tablets), ensuring data quality, managing and documenting anticipated and unanticipated difficulties
- Ensure completion of tasks by performing daily reviews of all data collected by the team and convene daily team meetings to ensure camaraderie, communication, and study protocols and SOPs are adhered to
- Maintain summary record of daily activities
- Maintain daily communication with BBS Survey Coordinator and share weekly progress reports on evaluation of site activities
- Ensure all adverse events are properly documented and reported to the BBS Survey Coordinator according to protocol
- Ensure all study participants in need of linkage to care and treatment or psychosocial support services are linked to appropriate stakeholders



Finance

- Oversee compensation procedures including signing of the compensation acknowledgement forms and overseeing the safekeeping of compensation funds
- Managing all field level payment of study participants and being able to do retirement timely

Miscellaneous

- Performs other duties as assigned by the study investigators

Required Qualifications, Knowledge and Skills:

- Successful candidates must have a Bachelor degree in a social sciences, community development, public health, nursing, laboratory, medicine and other related fields
- Strong supervisory, leadership, teaching and/or mentoring skills are required
- Prior experience in research fieldwork, especially in Bio-behavioural surveys using respondent driven sampling
- Experience organizing and participating in field-level data collection as part of a research study or program monitoring and evaluation
- Ability to strictly follow and enforce protocols and SOPs
- Strong oral and written communication skills
- Ability to adapt and work with diverse groups of people
- Willingness and ability to be sensitive when working with key and vulnerable populations
- Having a good working experience with key and vulnerable populations
- Experience in handling multiple, high-priority tasks. Ability to take initiative and prioritize multiple tasks with minimum supervision
- Possess strong organizational skills and attention to detail
- Must comply with data security and confidentiality requirements
- Demonstrable knowledge of Excel and Microsoft word
- Fluency in English and Kiswahili languages
- Excellent interpersonal skills, ability to work both independently and as a member of a team
- Must have sound knowledge of IT and be able to troubleshoot equipment issues,
- Ability to live and work in basic conditions for the entire period of data collection
- Willing and able to travel and live in one of the study sites: Mbeya, Tanga, Mwanza, Dodoma, Arusha, Shinyanga and Kagera.

Preferred Qualifications

- Experience working with key populations
- Experience in coordinating HIV surveys
- Previous experience conducting qualitative key informant indepth interviews (KII) and focus group discussions (FGD)



- Knowledge of and practical experience in HIV community-based research and ethical requirements
- Demonstrated experience in the leadership, design, implementation, management and tracking/monitoring of HIV surveys or surveillance