



FORMATIVE ASSESSMENT INTERVIEWER

POSITION SUMMARY:

The formative assessment interviewer will conduct semi-structured key informant interviews (KIIs) and focus group discussions (FGDs) for a formative assessment of a Bio-behavioural survey (BBS) with key and vulnerable populations according to protocol and standard operating procedures (SOP).

MAJOR ACCOUNTABILITIES

- Assess eligibility of prospective participants who present at the study site
- Administer verbal informed consent and obtain consent from eligible participants
- Conduct semi-structured KIIs and/or FGDs with formative assessment participants
- Take detailed and accurate notes during KIIs/FGDs, write expanded field notes after KIIs/FGDs and transfer notes into MS word or other applicable program on a daily basis
- Support rapid qualitative analysis by entering deductive themes into the rapid analysis matrix
- Review notes from KIIs/FGDs for completeness and accuracy.
- Work as a member of a team and attend daily, weekly, and monthly team meetings
- Identify and report any adverse event to the BBS Site Coordinator
- Meet and support the BBS Site Coordinator to discuss progress and submit accurate and complete reports
- Ensure notes and consent forms are properly filled and securely stored in a locked cabinet or box
- Maintain confidentiality, ensure ethical standards are adhered to and informed consent procedures are properly administered
- Ensure high quality data, ethical and moral conduct to collect accurate and valid information
- Schedule return visits for any incomplete interviews and inform the BBS Site Coordinator of any return visits scheduled
- Reminding the interviewees about the return visit a day before scheduled return date
- Ensure all materials in custody are maintained with the highest level of safety and diligence
- Process compensation for study participants as per study protocol
- Managing field level payment to study participants and being able to do retirement timely
- Perform other duties as assigned by study investigators



Required Qualifications, Knowledge and Skills:

- University degree in social science, biological science or any other health-related field
- Prior experience conducting qualitative interviews and focus group discussions. Experience in qualitative research with key and vulnerable populations especially female sex workers (FSW) and people who inject drugs (PWID) will be an added advantage
- Knowledge of and practical experience working with key and vulnerable populations in the HIV response or community-based research
- Must have strong interpersonal, writing, and communication skills
- Speak in a clear, pleasant, and understandable voice
- Ability to adapt and work with diverse groups of people
- Willingness and ability to work with key populations including female sex workers and people who inject drugs
- Ability to adhere to protocols and standard operation procedures (SOPs)
- Demonstrable knowledge of Microsoft Word and Excel
- Fluency in English and Kiswahili languages
- Ability to work with minimum supervision
- Must have a good disciplinary record
- Must be a team player that pays attention to detail, is flexible, and able to multi-task