

ICAP at COLUMBIA UNIVERSITY ZAMBIA

JOB DESCRIPTION

Job Title: Site Coordinator - BBS Project
Reports to: BBS Project Director
Location: Lusaka and Livingstone
Date: September 2020

Position Summary

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 behaviors among key populations and their population size in the selected survey sites, with support from the ICAP/Tropical Disease Research Centre (TDRC) bio-behavioral survey (BBS) team.

Responsibilities

- Manage and coordinate site activities
- Supervise personnel
- Supervise data procedures
- Conduct data management
- Conduct data transmission
- Request for supplies required at the survey site
- Communicate with KP Coordinator and other survey team members
- Oversee flow of participants at the survey site.

Experience, Skills and Minimum Required Qualifications

- A minimum of a Diploma in Social Sciences or relevant field,
- Experience collecting data using tablets and conducting in-depth interviews and focus group discussions,
- Knowledge of and practical experience in HIV community-based research and ethical requirements,
- Strong supervisory, leadership, and/or teaching or mentoring skills are required,
- Prior experience in research fieldwork, especially in bio-behavioral surveys.
- Strong oral and written communication skills,
- Experience in handling multiple, high-priority tasks. Ability to take initiative and prioritize multiple tasks with minimum supervision,
- Must comply with data security and confidentiality requirements,
- Fluency in one or more local languages used in the research communities (i.e. Silozi, Chitonga, Chinyanja, Kikaonde and Cibemba),
- Must have sound knowledge of IT and be able to troubleshoot equipment,
- Ability to live and work in basic conditions for the entire period of data collection (2-6 months).

Preferred Qualifications

- Diploma in Social Sciences
- Experience working with key populations and/or people living with HIV
- Knowledge of and practical experience in HIV community-based research and ethical requirements
- Demonstrated experience in leadership, design, implementation, management and tracking/monitoring of HIV surveys or surveillance