**Job Description**

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| **Job Title:** | Survey Coordinator |
| **Reports to (Title):** | Country Director |
| **Location:** | Kampala, Uganda |
| **Date:** |  |

**Position Summary**

Under the direction of the Country Director, the Survey Coordinator will be responsible for overseeing a mixed-methods assessment to understand the effect of COVID-19 on routine childhood immunization uptake in Uganda. They will conduct all steps of survey screening, enrollment, and data collection in accordance with survey procedures. Responsibilities include: Supervising staff (qualitative and quantitative survey field teams); ensuring all IRB approvals are in place; coordinating activities to ensure project deliverables are met on time; and providing routine progress updates to ICAP staff in New York, CDC Uganda and Atlanta, MOH and other key stakeholders.

**Responsibilities**

* Provide leadership and support to finalize assessment protocol and related survey tools
* Coordinate submission of protocol to local IRB for ethical review
* Lead development of assessment Standard Operating Procedures for field teams and survey staff
* Support training and capacity building of qualitative and quantitative survey field teams
* Manage and provide oversight to qualitative and quantitative survey field teams
* Coordinate routine communication with ICAP staff in New York, CDC and MOH to provide progress updates, identify challenges and address barriers to survey implementation as they arise
* Develop routine progress reports summarizing activities implemented to date
* Ensure compliance with survey protocols and SOPs and identify issues arising during data collection
* Investigate data discrepancies and data quality issues with survey staff, as needed

**Required Qualifications**

* Bachelors’ degree in health sciences such as Medicine, Nursing or Lab science
* Master’s in public health, epidemiology, pediatrics, statistics or related field
* Minimum four (4) years’ experience in qualitative and quantitative survey data collection involving human subjects
* Demonstrated experience organizing, leading and participating in field-level data collection as part of a survey, assessment or program monitoring
* Excellent interpersonal, communication and organizational skills
* High proficiency in Microsoft Office applications, including Microsoft Word, Excel and PowerPoint
* Demonstrated experience leading and working with a team
* Experience working with diverse, medically underserved populations
* Strong understanding of the Ugandan health context and National immunization program strongly preferred
* Written and oral fluency in English