

**ICAP at COLUMBIA UNIVERSITY ZAMBIA**

**JOB DESCRIPTION**

**Job Title:** Survey Coordinator – BBS Project  
**Reports to:** BBS Project Director  
**Location:** Lusaka  
**Date:** September 2020

**POSITION SUMMARY**

Oversee implementation of survey and formative assessment data collection across survey sites to ensure data collection activities are implemented according to standard operating procedures.

**MAJOR ACCOUNTABILITIES**

- Support training of survey staff, including training on good clinical practices, survey procedures, data management and confidentiality
- Conduct supervision and monitoring visits to all survey sites; review study-related materials and procedures during visits; ensure compliance with study protocols and SOPs; identify issues arising during data collection and support Site Coordinators to address/resolve issues
- Maintain daily communication with Site Coordinators through WhatsApp, calls, and monitoring visits regarding data collection progress; submit weekly reports regarding data collection and other survey activities
- Coordinate closely with the BBS Project Director and investigators by participating in regular (weekly/bi-weekly) calls to communicate progress in recruitment, enrolment, and completion of linkage to care for eligible survey participants
- Ensure all adverse events are properly documented and reported to the BBS Project Director according to protocol
- Coordinate with sites to ensure all study participants in need of linkage to care or psychosocial support services are linked to appropriate stakeholders
- Investigate data discrepancies and data quality issues with Site Coordinators, as needed

**EDUCATION**

- A degree in public health, social sciences or relevant field
- Prior experience in research fieldwork, especially in biobehavioural surveys

**EXPERIENCE, SKILLS & MINIMUM REQUIRED QUALIFICATIONS**

- A degree in public health, social sciences or relevant field
- Prior experience in research fieldwork, especially in biobehavioural surveys
- Strong supervisory, leadership, and/or teaching or mentoring skills are required

- Experience organizing and participating in field-level data collection as part of a research study or program monitoring and evaluation
- Strong oral and written communication skills
- Ability to adapt and work with diverse groups of people
- 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
- Demonstrate strong skills in data management, analysis, statistics, or related fields
- Proficient in Microsoft Office Suite (e.g., Outlook, Word, Excel, PowerPoint)
- Excellent interpersonal skills, ability to work both independently and as a member of a team

#### **Preferred Qualifications**

- A degree in public health, social sciences or relevant field
- 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

#### **Travel Requirements**

- Requires domestic travel of a minimum of 30-40% of the time