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| **Job Title:** | CSPro Westat Advisor - Consultant |
| **Reports To (Title):** | SI Director, PHIA Project |
| **Incumbent:** | N/A |
| **Location:** | Off-site / remote |
| **Date:** | November 2020 |

**POSITION SUMMARY**

The CSPro Advisor for the PHIA Project will provide guidance to the PHIA project’s data management sub-contractor to develop and successfully use CSPro programming for four nationally representative population-based surveys in sub-Saharan Africa, designed to assess the impact of PEPFAR-supported HIV prevention, care and treatment programs.

**MAJOR ACCOUNTABILITIES**

* Assist data management sub-contractor (Westat) with CSPro programming for standard template questionnaires and forms, as well as survey-specific adaptations of standard instruments, for data collection on Android-based tablet computers.
* Provide expert guidance on post-data-collection CSPro data processing functionalities.
* Provide trouble-shooting and problem-resolution support for test-versions of CSPro data collection instruments.
* Participate in teleconferences with ICAP and the CSPro programming sub-contractor to discuss ongoing programming work and to provide expert advice regarding any questions or concerns.
* Performs other related duties as directed.

**EDUCATION**

* Bachelor’s Degree

**EXPERIENCE, SKILLS & MINIMUM REQUIRED QUALIFICATIONS**

* Minimum ten (10) years of related experience designing, managing and working directly with databases from large research studies.
* Demonstrated experience designing and troubleshooting electronic data collection tools, especially tablets and mobile device data capture applications.
* Demonstrated experience designing study databases including data quality checks and data collection monitoring reports.
* Proficiency with data collection software, specifically CSPro
* Proficiency with SAS or STATA statistical software.
* Proficiency with Microsoft Office Suite (e.g., Excel, Word, Outlook, PowerPoint).
* Strong writing and verbal communication skills.
* Excellent attention to detail.

**EXPERIENCE, SKILLS & PREFERRED QUALIFICATIONS**

* Demonstrated experience managing and analyzing large, population-based survey data.
* Demonstrated experience designing and using electronic data collection tools.
* Proficiency working with data management systems in resource-limited settings.
* Experience working with issues relating to HIV/AIDS.
* Experience working in resource-limited environments in sub-Saharan Africa a plus.

**TRAVEL REQUIREMENTS**

* N/A