



## COUPON MANAGER

**POSITION SUMMARY:** ICAP-Tanzania in partnership with National AIDS Control Programme (NACP), National Bureau of Statistics (NBS), Centre for Disease Control and Prevention (CDC) and with funding from the Presidential Emergency Plan for AIDS Relief (PEPFAR) is conducting an upcoming survey to measure the prevalence of HIV, sexually transmitted infections (STIs) and risk behaviors among key and vulnerable populations in seven regions of Tanzania, to estimate their population size in the survey sites, and gauge progress toward reaching 95-95-95 targets.

The incumbent will support data collection tasks related to the survey, including management of coupons at the survey site.

### MAJOR ACCOUNTABILITIES

- Assess eligibility of candidate participants who present at the survey site,
- Verify and manage survey coupons using an Excel-based management tool
- Administer and obtain informed consent from eligible participants,
- Identify and report adverse event(s) to the Site Coordinator
- Ensure high quality data, and ethical and moral conduct to collect accurate and valid information,
- Safeguard assigned data collection equipment, keeping it in good working condition and charged (for electronic equipment), ready for data collection,
- Maintain high levels of confidentiality throughout the survey
- Carry out other duties and responsibilities as assigned by the investigators

### Required Qualifications, Knowledge and Skills:

- Candidate must have a minimum of diploma in social science, biological science or health related field.
- 2-3 years of experience in operational or clinical research or surveys.
- Detail oriented and highly organized, able to multi-task.
- Ability to adapt and work with diverse groups of people.
- Knowledge of Good Clinical Practice.
- Proficient in Microsoft Office Suite applications.
- Excellent interpersonal, organizational, verbal and written communication skills.
- Fluency in Swahili and English
- Knowledge of and practical experience working with key and vulnerable populations is preferred.