

Call for Applications for Field Research Assistants

Job Description

Position: Field Research Assistants
Employment Type: Part time
Location: Karamoja (Moroto and Nakapiripirit Districts)

About Us:

Jeeva Consult International is a private consultancy firm that was incorporated in Uganda in 2009. The firm is multidisciplinary/multi-sectoral in nature with superior expertise and advantage that delivers high quality outputs, in time, and within available budget. We work with a wide range of clients who include; INGOs, NGOs, Small Medium and Multi-lateral businesses, Educational Institutions, Financial Institutions, Donors, Policy Makers as well as Government Departments.

We offer professional services in the following areas:

1. Monitoring and Evaluation
2. Project Planning and Management
3. Policy Design and Analysis
4. Strategic Planning and development
5. Training and Capacity Building
6. Systems Analysis and Design
7. Market & Social Research, to mention but a few.

Jeeva Consult has been contracted to conduct a baseline survey in two districts of Moroto and Nakapiripirit in Karamoja. This survey is to understand the current situation of child involvement in labour activities in Karamoja region. The baseline survey will provide benchmarks against the project indicators which is useful to measure programme progress and attribute to the project effectiveness against set objectives.

Jeeva therefore, seeks to recruit and enlist suitably qualified persons for the part-time positions of Field Research Assistant (FRA) from the two districts.

Purpose:

The FRAs will support Jeeva to directly collect relevant data from selected respondents in the target communities while strictly adhering to the Standard Field Operating Procedures (SFOP).

Roles and Responsibilities

The Field Research Assistant shall perform the following core functions in the implementation of this assignment:

1. Attend all days of the training and orientation in preparation for actual data collection.
2. Participate in pre testing of data collection tools.
3. Screen eligible participants as per the SFOPs and identify the required target respondents for the survey.

4. Conduct all interviews that have been allocated for the selected district including both quantitative and qualitative interviews
5. Reporting and working with the assigned Field Supervisor crosscheck all collected data and upload quantitative tools to the server. Also collected notes and audio recordings are submitted to the Supervisor after field work days.
6. Submit all field work materials including data collection tools, tablets, data collected through note books and any other materials used to the Field Supervisor
7. Provide progress updates during debrief sessions with the Field Supervisor and the Field Manager

Required Qualifications, Experience and Skills

The desirable candidate for this position should possess the following qualifications:

1. At least a S.6 Certificate, Diploma level of education obtained from a recognized University /institution in any relevant field.
2. At least One (1) year of relevant experience for Diploma holders, and two years for S.6 graduates in conducting research.
3. Demonstrable experience carrying out research and data collection in field such as; Child labour, Child rights, Child trafficking, education, etc.
4. Demonstrable experience in conducting child friendly interview
5. Knowledge / experience and solid understanding of using qualitative and quantitative methods of research
6. Experience as a **MUST** in using electronic data collection platforms such as Open Data Kit, Kobo-Collect Toolbox, Survey CTO, Survey To Go among others
7. Proficiency in both written and spoken English and fluency in speaking **at least two** of the following common most spoken languages and these **MUST** be clearly stated in the application letter and CV.
8. All candidates must be fluent in the following local languages (Ngakaramojong and English). Swahili is desirable
9. Should be a resident as a **MUST** in one of the listed districts. District of origin and current residence must be clearly stated on the application letter and in the CV.
10. Flexibility and time conscious with ability to work under pressure with minimal supervision. Should be able to start work immediately and ability to avail self on short notice.
11. Willingness to travel and spend days/nights out in the field.

12. Demonstrable report writing skills are desired
13. Strong communication skills

Female Candidates are highly encouraged to apply and will have an added advantage.

Application Process:

Interested candidates should submit their Applications (Cover letter) and CV with clearly stated **two referees**. All items that are **MUST** should be clearly indicated.

All applications should be addressed to the Field Manager, Jeeva Consult International Ltd and sent electronically by email(only) to recruitment@jeevaconsult.com not later than Friday, 10th July 2020 at 5:00pm.

Only shortlisted candidates will be contacted for interviews.