



Terms of Reference (TOR)

Vacancy No: 002

Job Title: Survey Project Officer

Number of Position: 1

Duty station: Kabul

Project duration: 4.5 Month

Salary: Market compatible wages

Survey Project Officer Profile:

The Survey Project Officer will assist the project manager and project staff in overall management of the project for better coordination, supervision and follow up on the work progress, also reporting it to the project manager on the regular basis. He/ she will arrange the events, attend the meeting with donor, partners and project staffs; documenting them, also the achievements, lessons and best practices for further reporting of the project.

Responsibilities:

- Participate in the development of the work plans;
- Arrange the trainings and events, also the logistics for the events (Training and Launch of the survey findings);
- Participate in coordinating the data collection, consultation meetings with stakeholders, KIIs and meetings;
- Support the 'Finance and Administrative officer' in the recruitment of the project staff;
- Support the 'Finance and Administrative officer' in the procurement of the project items;
- Apply to IDLG for a letter for further coordination of the field research;
- Print the questionnaires, arrange and prepare the field packages (Questionnaires, letters, sampling plan, stationaries, ID cards etc.) for the technical and field staff;
- Arrange the project logistics and visits;
- Assist the project manager in identifying the field challenges and solving them by taking appropriate measure;

- Follow up with the project team including the field surveyor, project coordinator and supervisor to record the work progress on daily basis;
- Maintain the records of all project activities;
- Timely and close follow up on project implementation as per the agreed procedures and in accordance with OSA contract;
- Make field visits to project sites as per the requirement of the project;
- Assist Project Manager in preparation of the reports (Inception, Mid-project and Final report) and respond to the queries related to project;
- Facilitate project team communication, through meetings, regular contacts with the project staff;
- Attend meetings with donor and providing them the necessary updates, if needed;
- Participate in daily administration of the project;
- Ensure effective tracking of study visit and demands and follow-up;
- Perform any other duties as may be assigned by the project manager;

Key Qualification:

- Completed Bachelor's degree in project management, social science (Sociology, Anthropology, law etc.);
- At least one year experience in survey and research management;
- Proven written and spoken English;
- Proven excellent report writing and organizational skills;
- Excellent problem solving skills;
- Good interpersonal skills including good coordination and effective working relations with stakeholders and government;
- Excellent planning and time management skills;
- Ability to work under pressure and meet tight deadlines;
- Ability to work with Microsoft Office;
- Having knowledge of Research Methodology will be a credit;

Reporting Line:

The 'Survey Project Officer' will report to the Project Manager but in his/her absence will report to 'Senior Researcher'.

Application

Interested candidates are advised to send their cover letter and CV of no more than 3 pages to: Info@porseshresearch.org , by mentioning the position number in the email subject.

The closing date for receipt of applications is September 3, 2018.