

Job Description

Position: Field Supervisor

Job Location: Anywhere in Bangladesh

Job Nature: Contractual

Institute of Social Business (ISB) is an innovative organization. It has been established for bring the positive changes of the society through removing many existent problems of the society. Solving social problems, creation of employment opportunity, developing professionalism and ensuring welfare for the inhabitants of the society would only be possible through social business. Considering the characteristics of the social business, ISB works on three thematic areas: Research, Training and Enterprise development. In this stage, ISB is going to recruit Field Supervisor for conducting the field survey under different studies.

Major Responsibilities:

The Field Supervisor position is intended to provide field support for data collection- both quantitative and qualitative survey. Field Supervisor will be assigned to coordinate local Go/NGO and others relevant stakeholders; to supervise data enumerators; to collect data themselves; and to conduct qualitative study. The major responsibilities of the position are-

- Communicate and coordination with local DPE authority, relevant government officials and other stakeholders for smooth operation of the survey at field level.
- Conduct sampling according to study methodology.
- Ensure day-to-day data collection activities at assigned areas.
- Supervise and monitor the data enumerators and data collection from respondents.
- Ensure quality questionnaire survey among selected subject through Data Enumerators considering study methodology.
- Conduct FGD, KII, observation and other relevant activities and produce individual report for each event.
- Re-interview to certain portion of household respondents. Other than, spot checking, cross checking, sudden check, and telephonic check should be followed to ensure the data quality.
- Go through all the filled-up questionnaire after survey each day and talk with the Enumerators to finalize the questionnaire
- Maintain time schedule strictly at field level for accomplishing the survey.
- Ensure confidentiality of collected data at every steps of the study and beyond the study.
- Attend pre-testing of data collection tools and a training/orientation sessions in order to gain relevant knowledge and skills for conducting survey at field level.
- Carry out other related duties as and when assigned by the authority of ISB.

Educational and Others Requirements:

- Graduate or studying at masters level in any discipline.
- Should have previous experience on data collection and supervising data enumerators at field level.
- Should have sound knowledge and skill on participatory method and tools in depth interviews, surveys, FGD, unstructured observation, audio recording and transcript writing.

- Able to conceptualize research questions, plan appropriate research exercise, collate, analysis and presentation skill.
- Good interpersonal, motivational and effective communication skill
- Excellent team management capacity

Guidelines for submission of application:

1. Please submit your CV & Cover letter to jobs@isbbd.com
2. Only shortlisted candidates will be called for test and/or interview, where applicable.
3. The authority reserves right to change, modify or cancel this announcement.
4. Exact timing of test and interview will be notified through email or telephone. No complain will be accepted for no receipt of application or accessing email or phone number provided for such notification.
5. No TA/DA is applicable for test/interview, questionnaire pre testing and orientation on data collection tools.
6. Any persuasion will cause automatic disqualification of the candidate.
7. For any queries/ clarification please send email to jobs@isbbd.com or call +8801871508485