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| Survey officer-SENS Survey |
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**JOB DESCRIPTION**

**Concern Worldwide Bangladesh**

Concern Worldwide is an international humanitarian organisation dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world’s poorest countries. Concern started working with the people of Bangladesh in 1972 by extending its support after the devastating cyclone of 1970. Since then, Concern Worldwide has been working to address extreme poverty in the most vulnerable communities of the country by implementing needs based, innovative humanitarian and development projects.

In Bangladesh, Concern Worldwide works jointly with non-governmental organisations (NGOs), Civil Society Organizations (CSOs), different government departments, the private sector and other key stakeholders to ensure the sustainable changes in the lives of the extreme poor.

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| **Job Title:** | **Survey Officer- SENS Survey** |
| **Exact Job Location:** | Bashanchar, Noakhali |
| **Reports to:** | Survey Coordinator-SENS Survey |
| **Contract Details** | 2 months contract, with possibility of extension. |

**Job purpose:**

This is a national staff position based in Ukhiya Cox’s Bazar, who will be responsible for supporting Survey Coordinator to conduct Standardised Expanded Nutrition Survey (SENS) in Bashanchar Rohingya Camps, Noakhali.

He / She will contribute to ensure overall smooth implementation of SENS survey activities at the filed level by supporting Survey Coordinator. The staff holder will support Coordinator on recruitment, training of the survey team, and quality data collection by day-to-day monitoring and supervision. He / She will also support to organize required logistical and financial support in collaboration with program, logistics and finance team under the guidance of Survey Coordinator. Under the direct supervision of SENS Survey Coordinator, Survey Officer will work with the Programmes and Operations teams, as well as other relevant internal and external stakeholders, to ensure that quality survey activities implemented through team selection, training, data collection and reporting. The position will liaise with the Nutrition Program Manager and other departments; Logistics, Finance, and HR to ensure that the project is receiving the necessary support from the support teams.

**Main duties & responsibilities:**

The Survey Officer guarantees the smooth implemenatation of survey activities by helping the SENS Survey Coordinator; she/he has the responsibility for:

* Gathering available information on the context and survey planning.
* Assist Survey Coordinator to select team members.
* Assist in survey training for team members.
* Ensure all kind of logistics are available for the surevy team before leaving the office for survey.
* At end of the day collect the survey logistics from the survey team and preapare for next day.
* Communicate and coordinate with survey team time to time to ensure teams are not facing any problem in the field.
* Early communication with field stakeholders like CiCs, ACiCs, CMO, CMA, majhi’s, and blockleader so that survey teams have better accessibilty to the field.
* Ensure the survey team receive their food packets before leaving for field and their accomodation and dinners during survey time.
* During training all logistics in place and accomodation and fooding for training participants.
* Assist the survey Coordinator to overcome the problems encountered during the survey. Each problem encountered and decision made must be promptly recorded and included in the final report, if this has caused a change in the planned methodology.
* Arranage the necessary logistics for standardization test such as beneficiaries, their transporation and food as well as the arrangement for the test.
* Assist Survey Coordinator to organize an evening or morning “wrap up” session with each team to discuss any problems that have arisen during the day.
* Ensuring that the teams have enough time to take appropriate rest periods and has refreshments with them. It is very important not to overwork survey teams since there is a lot of walking involved in carrying out a survey, and when people are tired, they may make mistakes or fail to include more distant houses selected for the survey.
* **Reporting and Documentation:**
* Ensure quality data collection by Survey team with proper monitoring at field level.
* Support Survey Coordinator on ensuring data quality and analysis.
* Ensure Documentation and protection of survey data.
* **Coordination and Communication:**
* Participate in different level coordination with other stakeholders such as Nutrition Sector, UNHCR, WFP, UNICEF and other partners implementing integrated nutrition programme with SENS SUrevy Coordinator if needed.
* Timely communicate with Government stakeholders such RRRC, Civil Surgeon and respective Camp-in-Charge (CiCs) and beneficiaries.
* Establish and support programme external and internal communication needs as required

**Accountability**

**In line with Concern’s commitments under the Core Humanitarian Standard (CHS):**

* Actively promote meaningful community participation and consultation at all stages of the project cycle (planning, implementation, M&E);
* Work with relevant colleagues to ensure that the Complaints and Response Mechanism (CRM) is functional and accessible, that feedback and complaints are welcomed and addressed;
* Work with relevant colleagues to ensure that information about CRM, safeguarding and expected staff behaviour is disseminated among programme participants and communities.

**Person specifications:**

* Having a University Degree in any subject. Desirable knowledge on Nutrition, Public health and / or humanitarian emergencies will add extra value.
* Having minimum three (3) years’ experience in humanitarian / emergency response with at least 1 year of practical experience in working / supervising for different nutrition survey.
* Familiar with the SMART survey methodology and knowledge on statistical software (Epi Info 7, ENA for SMART, SPSS and Excel application software) will be preferable.
* Good understanding of Bengali and Chittogonian language with basic knowledge on English (Reading and Writing)
* Knowledge of using Mobile Data Collection (MDC) method.

**Key competencies:**

* Good analytical and problem solving ability.
* Result oriented.
* Capacity building and training facilitation skills.
* Good communication and coordination skills.
* Strong team player.
* Ability to work in challenging environments and strict deadline.

**Essential competencies:**

* Desirable knowledge on standard computer software and Microsoft office.
* Satisfactory reporting and communication skills
* Ability to work in team, respect team decisions and support multi-cultural team members.
* Good Monitoring and Supervision skills.
* Must have a ‘hands on’, practical mentality, be self-driven and very self-motivated.
* Well organized.
* Attention to detail.
* Cultural and political sensitivity.
* Strong flexibility is required in terms of mobility and working hour.

***Safeguarding at Concern: Code of Conduct and its Associated Policies***

*Concern has an organisational* ***Code of Conduct (CCoC) with three Associated Policies; the Programme Participant Protection Policy (P4), the Child Safeguarding Policy and the Anti-Trafficking in Persons Policy.*** *These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organisation, and the standards of behaviour expected of them. In this context, staff have a responsibility to the organisation to strive for, and maintain, the* ***highest standards in the day-to-day conduct in their workplace in accordance with Concern’s core values and mission****. Any candidate offered a job with Concern Worldwide will be expected to* ***sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment****. By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies. Additionally, Concern is committed to the* ***safeguarding*** *and protection of vulnerable adults and children in our work. We will do everything possible to ensure that only those who are suitable to work or volunteer with vulnerable adults and children are recruited by us for such roles. Subsequently, working or volunteering with Concern is subject to a range of vetting checks, including* ***criminal background checking.***

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| *Line Manager’s name* | *Signature* |
| *Date* |
| *Employee’s name* | *Signature* |
| *Date* |