



WALVIS BAY
CORRIDOR
GROUP

Wellness
Service

**WE ARE
HIRING!**
JOIN OUR TEAM



Position

5 X SITE SURVEY SUPERVISORS (3 MONTH CONTRACT)

The Walvis Bay Corridor Group (WBCG) and Ministry of Health and Social Services (MHSS), in collaboration with the USAID-funded Data for Implementation (Data.FI) project, will be conducting the third Key Populations Integrated Bio-Behavioural Surveillance Survey in Namibia (KP IBBS3). The goal of the KP IBBS3 is to estimate the burden of HIV and HIV-related disease; assess health service utilization and progress towards reaching the 95-95-95 UNAIDS target; and estimate the population size of key populations. The study will collect data in five sites in Namibia: Engela, Katima Mulilo, Lüderitz, Walvis Bay/Swakopmund and Windhoek. The survey will be conducted using respondent driven sampling (RDS) methodology, to reach the intended populations.

The WBCG hereby seek to recruit the following hard-working, and committed personnel to join our dynamic and high- performance wellness team for this activity.



Location

**1 x WINDHOEK; 1 x ENGELA
1 x WALVIS BAY/SWAKOPMUND,
1 x KATIMA MULILO; & 1 x LÜDERITZ**



Closing Date

**17H00 FRIDAY
28 JUNE 2024**

MAIN RESPONSIBILITIES

- **Study coordination:** Coordinate all aspects of survey implementation at assigned study site, including logistics and resource allocation.
- **Staff Management:** Supervise field staff responsible for survey administration, ensuring adherence to study protocols and quality standards.
- **Site Preparation:** Prepare study site for survey activities, including setting up equipment, organizing materials, and ensuring a conducive environment for data collection.
- **Data collection Oversight:** Oversee survey administration and data collection processes to ensure accuracy, completeness, and consistency of data.
- **Quality Assurance:** Implement quality assurance measures to monitor and maintain the integrity of data collection, including regular checks, validation procedures, and corrective actions as needed.
- **Reporting:** Prepare regular reports on survey activities, including participant recruitment, data collection metrics, challenges encountered, and solutions implemented.
- **Team Collaboration:** Collaborate closely with the research team, study coordinators, and other stakeholders to troubleshoot issues, share insights, and contribute to study objectives.
- **Protocol Adherence:** Ensure compliance with study protocols, standard operating procedures (SOPs), ethical guidelines, and regulatory requirements throughout the study period.
- **Supervision:** Supervise the survey staff and day-to-day activities at the study site as outlined in the operations manual.

MINIMUM EDUCATION & PROFESSIONAL REQUIREMENTS

- Grade 12 with qualifications in public health, social sciences, and research methods.
- Previous experience in research coordination, survey administration, or project management, preferably in a field-based setting.
- Strong organizational and leadership skills, with the ability to manage multiple tasks and priorities effectively.
- Previous experience working with key populations is a definite advantage
- Excellent communication and interpersonal skills, with the ability to work collaboratively with diverse teams and stakeholders.
- Attention to detail and commitment to maintaining high standards of data quality and integrity.
- Members of the key population community are encouraged to apply.
- Proficiency in relevant computer applications for data management and reporting.
- Knowledge of research ethics, human subjects' protection, and data confidentiality requirements.
- Must be reliable, professional and have strong work ethics
- Familiarity with survey software or data collection tools (e.g. SurveyCTO, ODK) will be an added advantage.

We offer a market-related remuneration package commensurate with experience and qualifications. An exciting career opportunity awaits the successful incumbents.

*Interested candidates should **clearly state site and position applying for**, and forward a cover letter, their updated CV's with three traceable references in the strictest confidence to:*

HR OFFICER

Walvis Bay Corridor Group
PO. Box 25220, Windhoek, Namibia
31 General Murtala Mohammed Avenue, Eros
Tel: **(+264) 61 251 669** | E-mail: **recruitment@wbcg.com.na**

Previously disadvantaged people are encouraged to apply.

Only shortlisted candidates will be contacted for interviews and no submitted documents shall be returned. Candidates should ensure that all foreign qualifications are evaluated by the NQA.



Visit our website:

www.wbcg.com.na