

## **JOB POSTING FOR FIELD COORDINATOR**

<b>Designation</b>	<b>FIELD COORDINATOR</b>
<b>Project / Back Support</b>	<b>dCIRC &amp; CIRC</b>
<b>Location</b>	<b>NEW DELHI. BUT WILL SURVEY DIFFERENT STATES AS AND WHEN REQUIRED.</b>
<b>Reports to</b>	<b>PROJECT MANAGER - RRR &amp; CIRC</b>
<b>Nature Of Employment</b>	<b>(For 6 months to 2 years)</b>
<b>About The Organization</b>	<p>About DEF: Set up in 2002, the Digital Empowerment Foundation (DEF) is a development entity with focus on Information Communication Technologies (ICTs) for development and good governance. It works in key areas of – Skill development &amp; capacity building, social entrepreneurship, ICT services delivery, Information for empowerment &amp; development (CIRCs), digital content &amp; solutions for rural empowerment, youth and women empowerment, Local self-governance (Panchayats), ICTs for Civil Society Organisations (eNGO), ICT solutions for MSMEs (eMSME), District Public Library as knowledge centres, Wireless solutions for communities (W4C), ICT for cluster development (Chanderiyan), ICTs for environment &amp; natural resource management, Internet rights, Knowledge products and services (Research &amp; case study products), Knowledge networks (the Manthan Award, mBillionth Award), Mobiles for Social &amp; Behavioural Changes, Social Media for Development &amp; Change, ICTs for regional development (North East India), Community Radio &amp; Broadcasting solutions, ICT Academy for youth &amp; institutional empowerment. DEF has presence in India, South Asia and initial interventions in Africa. Details at <a href="http://www.defindia.org">www.defindia.org</a></p>
<b>Job Description</b>	<ol style="list-style-type: none"> <li>1. Oversee and review all aspects of fieldwork on a daily basis</li> <li>2. Assist in hiring field/local dCIRC staff</li> <li>3. Supervise team supervisors and field workers on a daily basis</li> <li>4. Ensure equipment is working properly</li> <li>5. Establish timeframe for field work</li> <li>6. Coordinate field work with local representatives/community members</li> <li>7. Secure permission from local community leaders for data collection in selected clusters with help from local government staff.</li> <li>8. Prepare all materials in advance to be used in fieldwork, which includes developing and pre-testing data collection forms, obtaining maps, and ordering all lab supplies, etc.</li> <li>9. Obtaining ethics approval/ report to Programme Supervisor &amp; Manager</li> <li>10. Plan and implement the training of the field teams</li> <li>11. Plan the logistics of field work collection</li> <li>12. Managing budget and expenses</li> <li>13. Resolve administrative issues relating to travel, accommodation, behaviors of field teams, security issues etc. through appropriate channels</li> <li>14. Resolve questions from participants</li> <li>15. Review all data collection forms for consistency and completeness</li> <li>16. Supervise data entry</li> <li>17. Troubleshoot any problems with fieldwork</li> <li>18. Keeps senior Programme management informed by preparing reports (daily status) on field performance, activities, and challenges.</li> <li>19. Accomplishes information systems and organization mission by completing related results as needed.</li> <li>20. Ability to handle large volume of work at field, and have excellent organization skills, excellent interpersonal skills, good listener and good team work.</li> </ol>
<b>Desired Profile</b>	<p>With keen interest in field level data mapping, analysis and reporting.</p> <p>Fresher with a university degree, essential computer knowledge, good communication skills and excellent field level public relation knowledge are welcomed for the interview.</p> <p>Preference: Qualified professional with experience in coordinating and supervising fieldwork including sampling, mapping, data collection, specimen analysis, and compilation of results for data entry and management.</p>
<b>Salary</b>	Rs. 15,000/- to Rs. 20,000/- per month (Negotiable based on the experience and competencies).
<b>To Apply</b>	Please send your application and resume through e-mail at <a href="mailto:sanjay@defindia.net">sanjay@defindia.net</a> . Please mention the subject line of your e-mail as "DEF - FIELD COORDINATOR". Only short listed applicants will be contacted. Selected candidates are supposed to join with immediate effect.
<b>Note</b>	<b>INTERVIEWS WILL BE CONDUCTED AT NEW DELHI OFFICE.</b>