Field Staff Recruitment

Position: Enumerator
Report to: Project Coordinator
Starting Date: September 2023
Duration: 19 months (with a 3-month probation period)
To be based: Kigali City with potential short travel to other provinces
Employer: Eagle Research Center
Number of positions: 3

Background

In collaboration with the University of Liverpool and Rwanda Biomedical Centre (RBC) through the NIHR CLEAN-Air(Africa) Global Health Research Unit (www.cleanairafrica.com), Eagle Research Center (ERC) is launching a call for enumerator application.

CLEAN-Air(Africa) is a multi-national collaboration among seven research institutions from the UK and sub-Saharan Africa: University of Liverpool (UoL, UK), Kenyan Medical Research Institute (KEMRI, Kenya), Moi University (Kenya), Douala General Hospital (Cameroon), University of Dar es Salaam (Tanzania), Makerere University Lung Institute (Uganda) and RBC (Rwanda). Through this project, the Unit plans to implement a rigorous and diverse program of research and capacity building to tackle the global burden of disease from household air pollution (HAP) and accelerate adoption of clean cooking to address this burden under the Sustainable Development Goals (SDGs) time horizon of 2030, focusing on developing and supporting strategies under SDG7 namely: "*Ensure access to affordable, reliable, sustainable and modern energy for all*" in sub-Sahara Africa (SSA). ERC is collaborating with RBC as the research implementing partner.

Job description

While employed directly by Eagle Research Center Limited (ERC), the enumerator will be expected to work fully on the CAA Study led by University of Liverpool in partnership with RBC. He/She will not be expected to work on any other project led directly or indirectly by Eagle Research Centre Limited (ERC) or other institutions as well. The enumerators will be hosted and work from RBC Office at KG 17 Ave.

The enumerator will be responsible for conducting qualitative and quantitative data collection in households and schools and will report to the Project Coordinator.

Primary roles and responsibilities of the enumerator include but are not limited to the following:

- Actively participate in training sessions, demonstrating commitment to acquiring the necessary knowledge and skills essential for successful project implementation.
- Utilize ODK Collect and REDCap for data collection, ensuring strict adherence to the study protocol, survey piloting, and proficient use of data collection tools.
- Collect both quantitative and qualitative data in households and schools, strictly following Standard Operating Procedures (SOPs) to capture a comprehensive understanding of the study participants.
- Ensure ethical practices are followed by properly screening respondents, obtaining informed written consent, and engaging with study participants and project partners with integrity, respect, and empathy.
- Provide valuable feedback during debrief sessions to improve data collection processes, survey instruments, and overall project operations.
- Maintain high standards in data integrity, employing error-reducing strategies, cross-checking data for accuracy, and keeping detailed records to ensure the reliability and consistency of collected information.
- Perform household air pollution monitoring following SOPs to gather essential data on air quality and its impact on the study participants.
- Conduct Focus Group Discussions (FGDs) and Key Informant Interviews (KIIs) with study participants to gain deeper insights and perspectives on the research topic.
- Keep accurate records of expenses incurred during fieldwork, tracking expenditures diligently, and reporting them to the appropriate supervisor in a timely manner.
- Foster a professional work environment by adhering to punctuality, actively participating in meetings, treating colleagues with respect and professionalism, and strictly following safety and security protocols.

Essentials Requirements:

- Strong background in environmental health research data collection, with proven expertise in both quantitative and qualitative methodologies.
- Bachelor's Degree or Diploma in Social Sciences, Public Policy, Environmental Health, Nursing, or related fields.
- Proficient in using technology tools such as smartphones and tablets for data collection, with knowledge of Computer Assisted Personal Interviewing (CAPI) techniques such as ODK or REDCap.

- Highly organized, capable of managing multiple priorities, meeting deadlines, and maintaining data integrity while minimizing errors in collection and transmission.
- Excellent interpersonal and communication skills, displaying integrity, understanding, and the ability to work effectively both independently and as part of a team.
- Good proficiency in English (at least conversational level).

Desirable requirements

- Demonstrating previous experience in household air pollution (HAP) monitoring, showcasing expertise in implementing monitoring protocols and interpreting results.
- Having prior experience in conducting qualitative data collection, including proficiency in facilitating Focus Group Discussions (FGDs) to gather in-depth insights and perspectives.
- Having prior experience in working in primary/secondary school settings
- Familiarity with analyzing qualitative data and employing appropriate qualitative research methodologies, further enhancing the candidate's skill set in data collection and analysis.

Hiring procedures

Interested candidates are required to complete the following steps for the hiring procedures:

- Submit an up-to-date CV in English, highlighting relevant qualifications, work experience, and skills.
- Provide a cover letter expressing interest in the position.
- Include at least one reference letter.
- Submit copies of the bachelor's degree certificate and any other relevant certificates or qualifications.

Submit the application files via email at info@eagleresearch.org, and copy to jeandedieu.ntivuguruzwa@rbc.gov.rw not later than September 08, 2023 at 5pm local time.