<center>**We are Hiring!**</center>

<center>**Position:** Field Data Collector (Microsoft PowerPoint Based)</center>

Employment Type: Contractual (2 months with a possibility of Extension)

Number of Positions: 16

Job Summary:

ARK Foundation is seeking proactive and detail-oriented **Field Data Collectors** to support research initiatives across various divisions of Bangladesh. This role involves frequent travel outside Dhaka to gather data and input it into Microsoft PowerPoint presentations. The ideal candidate should have excellent communication skills, a passion for research, and the ability to manage data collection independently. Preference will be given to candidates who have their own laptop for fieldwork.

Key Responsibilities:

Data Collection and Entry:

- Conduct field visits across multiple divisions of Bangladesh to collect data from local household participants.

- Accurately input data into Microsoft PowerPoint presentations, ensuring clarity and proper organization.

- Follow standardized protocols for data collection, interviews, and survey completion.

Travel and Fieldwork:

- Travel extensively across multiple divisions in Bangladesh, often outside Dhaka, to conduct on-site data collection.

- Engage with local communities to facilitate smooth data gathering.

Collaboration and Reporting:

- Coordinate with the research team to ensure accurate data submission and timely reporting.

- Submit detailed reports on fieldwork, including challenges faced and lessons learned.

Requirements:

- Bachelor's degree in Health Economics, Public Health or related fields.

- This data collection job requires collecting data using Laptop; experience in operating laptop is a must

- Proficiency in Microsoft PowerPoint, Excel and WORD for data input and management

- Willingness and ability to travel extensively outside Dhaka, even in rural areas.

- Excellent communication and organizational skills

- Strong attention to detail in managing and presenting data

- Prior experience in field data collection is preferred

- **Candidates with their own laptop will be given preference**

Remuneration: 35,000-40,000 Taka Monthly **(**Based on the Experience) **Including all the Expenses**.

How to Apply: Interested candidates are requested to send their CVs to hr@arkfoundationbd.org with the subject line " **Field Data Collector.**"