

We are Hiring!

Job Title: Field Supervisor

Number of Positions: 3

Employment Type: Contractual (2 months, with the possibility of extension)

Job Summary

ARK Foundation is seeking highly organized and proactive **Field Supervisors** to manage teams of 5 data collectors each, working on research initiatives across various divisions of Bangladesh. The Field Supervisor will oversee the day-to-day activities of data collectors, ensuring data is gathered accurately and in compliance with established protocols. The position requires extensive fieldwork, reporting, and communication with both the research team and data collectors.

Key Responsibilities

1. Supervision of Data Collection Teams:

- Manage and lead a team of 5 data collectors, ensuring proper data collection and protocol adherence.
- Regularly review the progress of data collection to ensure quality and timeliness.
- Resolve any issues or challenges faced by data collectors during field activities.

2. Fieldwork Coordination

- Coordinate and organize logistics for field visits, including scheduling and resource allocation.
- Ensure all necessary materials, equipment, and data collection tools are available to the team.
- Conduct field visits across multiple divisions of Bangladesh to coordinate data collection from local household participants.

3. Quality Assurance:

- Conduct random checks of the data collected by team members to verify accuracy and completeness.
- Ensure all data collected adheres to the project's methodology and reporting standards.
- Ensure data submission to the central research team.

- Communicate with central research team for ensuring the quality of data collection.

4. Reporting and Communication:

- Act as the key contact point between the field data collection teams and the central research team.
- Provide regular reports on the fieldwork progress, challenges, and outcomes.
- Collaborate with the research team to troubleshoot issues and provide updates on field conditions.

5. Team Support and Training:

- Provide guidance and support to team members, ensuring they are trained in data collection procedures and ethical guidelines.
- Conduct briefings or training sessions for new data collectors as required.
- Ensure the well-being and safety of data collectors while in the field.

Requirements:

- Bachelor's degree
- Proven experience **supervising field teams**, especially in **data collection or research** across all divisions of Bangladesh
- Strong leadership and communication skills to effectively manage and support field staff.
- Familiarity with data collection tools (e.g., PowerPoint, Excel, MS Office Packages) and ability to troubleshoot field challenges is preferable
- Ability to travel extensively across divisions, even to rural areas
- Attention to detail and commitment to maintaining high standards in data collection
- Prior experience working in field research or community-based projects is preferred
- Experience in **operating laptop is a must**

Remuneration: 40,000- 42,000 Taka Monthly **including all the expenses**

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