

**Title of post: Field Team Leader****Example Posts**

Project officer, emergency relief worker, public health officer

**Reporting Line**

Assessment Coordinator

**Education**

- Relevant university degree in social science, public health, etc.

**Experience**

- Minimum 4 years experience in a humanitarian setting, preferably within the UN/NGO system.
- Experience in assessments, preferably in a coordinating, facilitative role.
- Proven experience managing teams.
- Proven experience in training and mentoring.
- Solid knowledge of data collection methods including interviewing techniques, participatory approach and methodology
- Experience in security management, logistics and coordination is an asset.
- Experience in emergency programming mandatory

**Language**

Fluent in written and spoken English (or international language use).

**Skills**

- Excellent qualitative and quantitative research skills.
- Solid knowledge of interviewing techniques
- Experience with conducting research on social issues, cross cutting analysis.
- Excellent analytical skills and ability to understand and adapt to complex socio-cultural background in regard to the overall assessment context.
- Good organizational skills, ability to work under pressure while respecting deadlines.
- Good interpersonal and management skills and ability to work in a multi-cultural environment.
- Experience working with the international humanitarian community
- Good local knowledge, knowledge of the local languages
- Ability to work and live in harsh conditions and to work under pressure.

**Role description and responsibilities**

The team leader's role is to facilitate the team's work, manage logistics and security, and provide a contact point for country-level colleagues, other field teams and local authorities. The team leader should also ensure that the data outlined in the assessment tool are adequately collected, checked, synthesized, and promptly transmitted to the coordination level. She/he:

- Facilitate the work of the team in the field
- Maintain morale of the team
- Ensure contact with project manager or field coordinator
- Assign clear tasks for interviewers
- Maintain field work control sheets
- Ensure tasks are completed
- Conduct spot-checks during field data collection
- Regularly send completed questionnaires and progress reports to field coordinator or project manager as per the SOP
- Keep field coordinator informed of team location and communicate any problems to field coordinator
- Take charge of team vehicle and driver
- Participate actively in initial training sessions
- Pilot assessment and debriefing
- Carry out assessments
- Ensure coherence of collected information
- Report any problems and constraints
- Propose possible improvements
- Explain the project's activities and objectives to partners and the population
- Act as a link between the assessment team and the beneficiaries

**Assessment Coordinator:**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Fiel team leader:**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_