

**Title of post: Field Assessment Specialist****Example Posts**

Project officer, public health officer, social researcher

**Reporting Line**

Field Team Leader

**Education**

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

**Experience**

- Minimum 2 years experience in a humanitarian setting, preferably within the UN/NGO system.
- Experience from assessments, preferably in conducting interviews.
- Basic knowledge of data collection methods including interviewing techniques, participatory approach and methodology
- Experience in emergency programming mandatory

**Language**

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

**Skills**

- Basic qualitative and quantitative research skills.
- Knowledge of interviewing techniques
- Ability to understand and adapt to complex socio-cultural background
- Good organizational skills, ability to work under pressure while respecting deadlines.
- Accurate and careful note taking skills
- Experience working with the international humanitarian community
- Ability to work and live in harsh conditions and to work efficiently under pressure, manage multiple tasks and meet deadlines, while maintaining attention to detail;
- Ability to work effectively in a team;
- Strong written and verbal communication skills

**Role description and responsibilities**

- Participate actively in initial training sessions
- Pilot assessment tools
- Carry out primary data collection and direct observation
- Capture coordinates of each site visited. Enter the captured GPS coordinates into the designed worksheet. Respect the rules learnt in training for the referencing stage
- Carry out interviews with respect for and sensitivity to the affected population
- Ensure coherence of collected information
- Report any problems and constraints to the team leader
- 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 affected population

**Assessment Coordinator:**

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

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

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

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

**Assessment specialist:**

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

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

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

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