

Position:	Field Research Coordinator, Relapse Study
Reports to:	Principal Investigator
Location:	Field-based
Last updated:	August 2019
Duration:	23 months

*Action Against Hunger-USA is part of the Action Against Hunger International network, which provides humanitarian relief in over 40 countries worldwide in the sectors of nutrition, health, water/sanitation, and food security. Action Against Hunger-USA, an independent NGO, currently manages operations in 9 countries: Kenya, South Sudan, Somalia, Ethiopia, Cambodia, Tanzania, Uganda, Haiti. Action Against Hunger-USA has over \$75 million in programs, and approximately 2,000 permanent staff based in New York City, Washington D.C, Nairobi, and country offices. Additional growth is anticipated.*

#### **I. Summary of position and essential functions and responsibilities:**

Action Against Hunger (AAH) has received a two-year contract from the United States Agency for International Development (USAID) Office for Foreign Disaster Assistance (OFDA) for the Identifying the Prevalence of and Risk Factors for Relapse after Recovery from Severe Acute Malnutrition Globally project. The project is led by AAH, in partnership with the London School of Hygiene and Tropical Medicine (LSHTM).

The goal of this research project is to measure relapse rates among children who are discharged from outpatient therapeutic programs (OTP) following successful treatment for severe acute malnutrition (SAM). In addition to measuring relapse to SAM, the project aims to better understand overall child health and nutrition outcomes during the year following SAM treatment (e.g. linear growth, illness, relapse to moderate acute malnutrition [MAM]). Secondary outcomes will also include exploring the programmatic costs associated with relapse as well as individual-level and programmatic-level risk factors associated with relapse, in particular WASH-related risk factors. The study will be implemented in four different countries – Mali, Nigeria, South Sudan, and Somalia.

The Field Research Coordinator in each country will be primarily responsible for implementing the data collection processes as described in the study protocol. They will be the main in-country point of contact for all matters related to the study.

#### **II. Essential job functions:**

The Field Research Coordinator will be based in the field and serve as the main point-of-contact in-country for all elements of the project. Potential responsibilities in this role include:

- Serve as the in-country point of contact achieve in-country IRB approval (with support from ACF-USA and implementing NGO support)
- Coordinate closely with the PI by participating in regular (weekly/bi-weekly) calls with the PI to communicate progress in recruitment, enrollment, and completion of follow-up visits by participants, as well as submitting weekly reports regarding data collection and study activities

The Field Research coordinator will have primary responsibility for the collection of data for the project, as well as maintaining overall data quality. Responsibilities include:

- Train and manage all data collectors
- Oversee proper informed consent process by data collectors
- Ensure quality of data collection and fidelity of study protocol implementation
- Work closely with community health workers / volunteers (CHW/Vs) as well as CMAM clinic staff to identify and enroll participants
- Track enrollment progression of both post-SAM children and non-SAM children
- Enter all data into electronic data bases and reconcile any data entry errors with original hard copy forms
- Track participant completion of follow-up appointments and manage the CHWs who travel to the field to encourage caregivers to return to the clinic for their follow-up visit
- Oversee anthropometric measurements by data collectors and OTP clinic staff during follow-up visits to ensure accuracy in data
- Oversee household surveys, water sample collection and analysis, food sample collection and analysis and rectal swab collection, and ensure compliance with study protocols with support from LSHTM
- Collaborate closely with AAH Nutrition and WASH Heads of Departments
- Collaborate closely with OTP clinic staff to obtain OTP clinic data of each post-SAM participant and transfer data from clinic forms into electronic database for the research project
- Performs other duties as assigned

### III. **Physical Demands**

- While performing the duties of this job, the employee is required to sit for long periods and to concentrate on work, including typing, and turn out heavy volumes of work accurately, within short time frames under stressful situations in the context of an operational base. Must be able to proofread own work accurately so that only minor corrections are needed on an infrequent basis.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### IV. **Working Conditions, Travel and Environment**

- The duties of the job require regular job attendance.
- Must be available to work outside normal office hours or on the weekends as needed or required by contact with the PI or in-country partners.
- Must be able to travel coach fare for standard domestic and international business travel as well as to the country project sites if appropriate.
- While in the field, the employee may be exposed to precarious settings under high security risks and/or very basic living conditions and outside weather conditions, as well as to infectious diseases.
- The candidate must be able to travel to remote locations, often over poor road conditions, in areas of heightened insecurity.



**JOB DESCRIPTION**  
**ACTION AGAINST HUNGER – USA**  
**Field Research Coordinator, Relapse Study**

**V. Requirements**

The ideal candidate will have experience working in research projects and/or monitoring and evaluation in the field. We are seeking an individual who is adept at following study protocols, who has good judgment and problem-solving skills, and has strong communication skills and documentation habits. The person needs to have well-developed interpersonal skills (to be able to develop good rapport with data collectors and other in-country stakeholders) and be familiar with Community-based Management of Acute Malnutrition (CMAM) programming.

- At least a master's degree from an accredited college or university in a major such as social or health science with 2 years relevant experience in the field; or a bachelor's degree from an accredited college or university in a major such as social or health science with 5 years relevant experience in the field
- Experience organizing and participating in field-level data collection as part of a research study or program monitoring and evaluation;
- Training in and proven knowledge around nutrition programming in low-income countries;
- Knowledge of MS Office Suite required and comfortable working with computers with minimal IT support.
- Experience with mobile data collection tools (eg Kobo) (preferred but not required)
- Ability to live and work in a developing country with travel to remote locations for the duration of data collection
- Fluent in English is a requirement
- Proven experience with field work, preferably the country where the study takes place
- Possess strong organizational skills, attention to detail.
- Possess significant team management skills.
- Ability to take initiative and prioritize multiple tasks with minimum supervision.
- Genuine interest in and commitment to the mission and principles of Action Against Hunger.
- Excellent interpersonal skills, ability to work both independently and as a member of a team

All candidates should apply online at <https://careers.actionagainsthunger.org/>. Action Against Hunger-USA provides all staff with an attractive salary & benefits package. We provide equal employment opportunities (EEO) to all employees & qualified applicants for employment without regard to race, color, religion, gender, ancestry, sexual orientation, national origin, age, handicap, disability, marital status, or status as a veteran. Action Against Hunger-USA complies with all applicable laws governing nondiscrimination in employment.