



Associate Field Manager – Gender and Networks Project.

POSITION: Associate Field Manager (2 positions)
REPORTING TO: Field Manager
START DATE: 6th February, 2018
LOCATION: Siaya
DURATION: 2 months
DEADLINE TO APPLY: 15th January 2018
ELIGIBILITY: Position open to local Kenyan hires only

About Innovations for Poverty Action: Innovations for Poverty Action (IPA) is an international non-profit research organization dedicated to discovering and promoting effective solutions to global poverty problems. IPA works in partnership with development partners and academic researchers to create and evaluate approaches potential solutions to poverty problems using randomized evaluations in the fields of health, education, microfinance, governance and agriculture. We also mobilize and support these decision makers to use these solutions to build better programs and policies at scale.

About the Project: Large unconditional cash transfers (UCTs) to poor households in developing countries are promoted as an effective tool for poverty alleviation and benchmark for efficient philanthropy. Direct cash transfers to poor and vulnerable households are becoming an important instrument of welfare and development policy in low- and middle-income countries, reaching up to a billion people globally. Researchers have found large direct effects of cash transfer programmes (both small, regular transfers and large lump-sum transfers) on recipient households' consumption expenditure and asset ownership together with smaller but still positive spillover economic effects (of small, regular transfers) for non-recipient households. However, the community-level effect of cash transfers is largely unknown. For the Gender and Networks study, the former seeks to provide further evidence on the effect of cash transfers on IPV and investigate the mechanisms around IPV and economic empowerment. The latter seeks to study the intra-household and community-level effects of large unconditional cash transfers (UCTs) to poor households.

DUTIES AND RESPONSIBILITIES:

- Data collection management: refining survey instrument and tracking methods, planning field logistics, including regular organization with key local guides, overseeing and monitoring data collection, and providing regular feedback tracking methods.

- Human resource management which includes: supporting field staff hiring and evaluations, assisting in training, monitoring staff attendance, and updating attendance recording using leave forms, process contract renewals and termination, and to enforce all human resource policies and procedures in coordination with IPAK's Human Resource Manager, RA and FM.
- Operations management which includes: taking and updating inventory of all project items, participating in general procurement and logistics for the project and liaising with the operations department for necessary action.
- Financial management which includes: working with IPAK financial staff to keep detailed accounts of all project activities and to monitor project expenses
- Public relations which includes: building and maintaining relationships with civil administrators and community officials and representing IPAK at stakeholder meetings; liaising with implementing partner to ensure adherence to research protocols and activity timelines.
- Data quality and analysis: play a lead role on data quality checks, including resurveys/backchecks and audits, and assist in cleaning/analyzing data as needed.
- Successfully working in a team and serving as an example to team members.
- Other tasks as assigned by the RA/FM.

QUALIFICATIONS AND EXPERIENCE:

- Degree in the social sciences, development studies, business studies, or any applicable course
- Excellent oral and written communication skills in both English and Swahili
- Excellent management and organizational skills
- Flexible, self, motivating, and able to manage multiple tasks efficiently, a team player.
- Computer literate (required)
- Previous experience in data collection and survey administration
- Previous tablet based survey experience (required)
- Experience with position responsibilities listed above
- Experience using process maker system (strongly preferred)
- Comfortable managing a large team of enumerators
- Experience managing midline or endline respondent tracking (preferred)
- Fluent in local languages of the areas of operation (Luo)

To apply click [here](#)

DISCLAIMER: The above statements are intended to describe the general nature and level of the work being performed by the **Associate Field Manager- Gender and Networks Project**. The statements are not intended to be an exhaustive list of all possible duties, tasks, and responsibilities. Management reserves the right to amend and change responsibilities to meet organizational needs as necessary. **Please note that IPA will never request any form of payment from an applicant.**