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SEEK-IN The Centre for Impact, Innovation and Capacity building for Health Information Systems and Nutrition.

Gasabo, Kinyinya Gaculiro Vision 2020 18 KG 383st, 2nd Floor. Kigali-Rwanda

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Terms of Reference (ToR): Data Collectors
Position Title: Data Collector
Location: Rwanda (Various locations based on project needs)
Duration: 2025 Data Collection Period (Specific project timelines will be communicated)
Recruitment Cycle: Annual recruitment to establish a pool of trained data collectors for CIICHIN projects.
Reporting to: Projects team

Background
The Centre for Impact, Innovation, and Capacity Building for Health Information Systems and Nutrition (CIICHIN) is committed to advancing evidence-based practices in health through quantitative and qualitative research. Data Collectors play a vital role in ensuring the success of projects by gathering accurate, reliable data using state-of-the-art tools and methodologies, including REDCap for quantitative data and recorders for qualitative Key Informant Interviews (KIIs) and Focus Group Discussions (FGDs).

Key Responsibilities
1. **Data Collection and Management:**
   o Accurately explain the research project to eligible participants
   o Obtain informed consent from research participants or respondents
   o Conduct quantitative data collection using REDCap.
   o Execute qualitative data collection through KIIs and FGDs, ensuring high-quality audio recordings.
   o Transcribe and verify qualitative data as required.
   o Ensure data integrity and completeness during and after collection.
2. **Training and Compliance:**
   o Attend mandatory training sessions on data collection protocols, REDCap usage, and ethical considerations.
   o Follow CIICHIN guidelines for data security, confidentiality, and informed consent.
3. **Coordination and Reporting:**
   o Work collaboratively with team members and supervisors.
   o Submit all data, including recorded materials, on time and in the required format.
   o Report any challenges during data collection promptly.
4. **Travel:**
   o Be available to travel extensively to designated project locations, including remote and rural areas.

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Qualifications and Competencies

- **Education:**
  - Bachelor's degree in health sciences, social sciences, statistics, or a related field preferred.
- **Experience:**
  - Prior experience conducting both quantitative and qualitative data collection in health setting is mandatory.
  - Prior experience conducting data collection using digital devices and electronic data collection tools like REDCap and qualitative methods such as KIIs and FGDs is an asset.
  - Familiarity with using recording devices for data collection.
- **Skills:**
  - Strong technical proficiency in digital data collection tools.
  - Excellent communication skills in English and Kinyarwanda.
  - Meticulous attention to detail and organizational capabilities.
- **Other Requirements:**
  - Demonstrated ability to maintain ethical and professional standards.
  - Adaptability and willingness to work in diverse environments.

Application Process

Interested candidates are invited to apply by sending the following:

1. A resume (maximum of two pages).
2. A cover letter addressed to the CIICHIN CEO.

Submission Details:

- Email to: **info@ciichin.org**
- CC: **administration@ciichin.org**
- Subject: **Data Collector**

Application Deadline: December 31, 2024

Interview Notification: Only shortlisted candidates will be contacted for an interview, scheduled for early January 2025.

CIICHIN is an equal opportunity employer. Young females are strongly encouraged to apply.

Prof. Jeanine Condo, MD, MSc, PhD
CEO, CIIC-HIN