

**Position: Field Coordinator, Bihar**

Reports to: Program Manager, Bihar BIU

**Overview of CSBC**

The Centre for Social and Behaviour Change (CSBC), Ashoka University - India's leading Liberal Arts University – is funded by a grant from the Bill & Melinda Gates Foundation (BMGF). The vision of CSBC is to establish an institution, based out of India that is globally reputed for thought leadership and excellence in impactful behaviour change interventions for low-income and marginalised populations. The Centre is focused on bringing new capabilities such as behavioural science, design thinking, advanced data analytics, and responsive feedback to governments, practitioners, and donors to help better design and optimise behaviour change interventions. We work closely with Central and State Governments as well as other stakeholders in the areas of nutrition, sanitation, financial inclusion, maternal and newborn care, data privacy, and agriculture.

**Overview of Role:**

The Field Coordinator will work with both our design unit and our Bihar unit to oversee implementation of the project in the districts and coordinate with the head office in Delhi. The role would involve:

- Assessing requirements for implementation of qualitative and quantitative research on the field
- Assisting project teams to prepare research protocols
- Managing hiring and training of field team
- Managing field operations, overseeing implementation, tracking productivity and data quality and debriefing with project team

The role will provide an opportunity to work in social and development projects. We are seeking a candidate with strong problem-solving capabilities, and ability to function independently and flexibly, solving problems as they arise.

**Responsibilities:**

The Field Coordinator will work closely with the Associates to:

1. Manage field teams including coordinating hiring, contracts, and training of field staff
2. Assist in project executions including managing field operations, protocol demonstrations and other activities associated with implementation of qualitative and quantitative research
3. Assist with data collection, closely monitor data quality and field productivity
4. Manage administrative tasks
5. Preparing materials and field plans for data collection

**Skills Required**

1. Fluency in verbal and written Hindi. Working knowledge of English
2. Graduate degree

3. Intermediate knowledge of MS Excel and MS Word
4. Good communication skills
5. Willingness to travel and stay for an elongated period in field settings (based on existing circumstances).
6. 3-5 years of experience in managing diverse teams

Desired/Preferred skills:

1. Strong technical skills and comfortable working with numbers
2. Experience working in impact evaluation/research field teams in the past
3. Experience in liaising with the local government officials
4. Fluency in verbal and written English

**Location and Days of Work**

The candidate should have work authorization in India (preferably Indian citizenship or Overseas Citizenship of India). The role is based in Patna, Bihar. This role requires travel to the field, especially within Bihar. This is a full-time role (Monday-Friday) with a contract for a duration of one year, extendable upon mutual agreement.

Due to the evolving COVID-19 situation, the role may be on-boarded and executed remotely temporarily if required. The person would need to have their own laptop and access to a functioning internet connection. They would need to be available through regular working calls to virtually join team discussions and to support project requests.

**How to Apply:**

Please send your application to [careersatcsbc@ashoka.edu.in](mailto:careersatcsbc@ashoka.edu.in) as under:

- Clearly mentioning the position title (Field Coordinator - BIU) in the subject line of the email
- Please include your resume and a cover letter highlighting your experience
- **Closing date: 20 November, 2021.**

We encourage early application as applications will be processed as they are received so the recruiting process may end earlier than the closing date.

We are an equal opportunity organization and encourage diversity within the organisation. Women, differently-abled persons, SC/ST/OBC candidates are especially encouraged to apply.

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