



Job Description

Title	Field Team Leader
Position	Field Team Leader
Project	New Nets Project
Reporting to	Senior Scientific Officers and Management – Vector – Borne Diseases Unit

Role Summary

The Field Team Leader New Nets Project will be employed at PNGIMR. The role is focused on managing a field survey team tasked with conducting population surveys and mosquito surveys around insecticide treated net distributions. The successful candidate will work closely together with the project manager, senior scientific officers, and technicians to achieve the aims of the project.

The role will involve operational and logistical coordination of PNGIMR field teams, developing detailed survey schedules, organisation of travel requests, ensuring that population and mosquito field surveys are carried out as per plan and financial management accountability for field team expenditure during surveys. The successful candidate will be expected to work independently in conducting population surveys and entomology surveys and guiding field technicians to work and maintaining good communications with the senior scientific officers and laboratory head.

Reporting and supervision:

The position will report to senior scientific officers and management personnel in the Vector-borne Diseases Unit of PNGIMR. The senior entomologist supervisor at PNGIMR will provide supervision on a daily basis including tasking and attendance to work.

Key Responsibilities

1.	Be able to travel to and stay in field study sites and night activities for short- and long-term field trips (up to 2 months at a time)
2.	Organise and manage travel for the field team according to schedule including: <ul style="list-style-type: none"> • prepare detailed survey plans • submit travel requests (including flight bookings, accommodation, car hire, cargo shipments) • manage team preparation for field surveys (including the preparation of ALL study materials) • manage survey team finances • submit detailed travel and finance reports
3.	Manage communication with study communities and provincial partners including toksave and community awareness events, relaying relevant dates for the teams expected arrival to relevant villages. Ensure responsible and ethical interaction of survey teams with study communities and partners
4.	Develop survey schedules and microplans; contact potential study participants to arrange surveys (interviews, ITN inspections, mosquito collections etc.)
5.	Recruit and manage community volunteers (guides, mosquito collectors etc); Manage incentives and relations with volunteers.
6.	Organise the team and volunteers, and participate in conducting and recording surveys (including human AND mosquito surveys), in accordance with protocol, schedule, data collection procedures, and documentation standards; Responsible for team adherence to daily survey schedules and overall responsibility for survey completion within timeline.
7.	Review and edit data and samples to ensure completeness and accuracy of information; follow up with participants to resolve problems or clarify data collected, enter data into a computer database and/or spreadsheet application for subsequent analysis.
8.	Set up, calibrate, and maintain laboratory and/or field research equipment, as specified by the requirements of the study (mostly relating to mosquito collections and ITN inspections).
9.	Communicate with and update line managers as per agreed upon schedule. Immediately notify line managers of any unforeseen developments during field surveys.

10. Comply with all IMR's policies at all times (travel policy, OHS policy, etc.)
11. Ensure good work relationship between team members. Record and report KPIs for team members (e.g., attendance)
12. Other duties as and when required

Key performance indicators

Good performance by the person in this post will result in the following outcomes:

- field survey teams achieve their goals
- Timely, detailed, cost-effective and accurate travel requests submitted (i.e., at least 10 working days prior to departure)
- Timely successful completion of field surveys and finance reports submitted.
- Field team well prepared and all study materials organised and available in a timely manner.
- All partners are well informed about study well before study commencement.
- Successful engagement with the community
- Results are communicated to relevant community and provincial stakeholders.
- Surveys are completed in a time and cost-effective manner according to the schedule
- Correct number of volunteers are appropriately engaged, trained, managed and compensated
- Good community relationship maintained
- All field survey tasks accomplished within schedule according to study design and protocol
- High quality survey data
- All survey documentation available
- Setting up and operation of relevant research equipment as per study design (can include microscopes, mosquito traps, survey tablets etc.
- exemplary punctuality and attendance
- Compliance of team leader and survey team staff with IMR policy

Essential and desirable criteria:

- Tertiary qualification in Bachelor of Biomedical Sciences/Biology or related (essential)
- Team player and can work independently (essential)
- Flexible and self-disciplined (essential)
- Current Police Clearance and Medical Report (essential)
- Previous experience in managing research projects or other health-related projects (desirable)
- Previous experience of managing staff/teams in corporate or public sector (desirable)
- Financial accounting experience (desirable)
- Madang-based applicants will be preferred but all applicants will be considered (desirable)

Core qualities:

- Excellent communication skills and ability to work effectively and collaboratively with others,
- Honest, hardworking with strong integrity and accountability in all aspects of designated role,
- Willingness to engage in further training,
- Commitment to duties and willingness to take on extra duties as required.

Salary and Benefits:

- Salary & benefits will be based on PNGIMR National structures and will be negotiated with preferred candidate.