

## Field Manager

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Company: Ipsos

Location: Maputo

Category: other-general

### Key Responsibilities:

Ensure project briefs supplied by the Research are well understood by the implementers (Research co-coordinators, supervisors, team leaders and interviewers/recruiters

Make recommendations on additional information useful for the project

Ensure that all trainings are conducted in accordance with the guidelines in collaboration with the Researchers.

Ensure that for all training sessions, the project coordinator has in place a checklist for all the training requirements before the training commences

Ensuring all questionnaires to be used in the field have been officially signed off by the executive concerned

Coordination of questionnaire translations by either facilitating it in-house or through sub-contractors to a third party. In all cases you are responsible for ensuring that translations done reflect the meaning of the original questionnaire.

Counter checking scripted questionnaire to be used in the field in terms of reflecting the final questionnaire.

Counter Checking Discussion Guides to ensure flow and that the layout is easy for the moderator to follow.

Education:

Degree in Marketing or a First degree

Experience:

3 - 4 years hands on experience on operational side of market and social research, preferably in full time positions

Proficient in excel

Improved quality in fieldwork – Reduced queries on data.

Improve on the turnaround time of project execution.

Increase Capacity in the Field Department ., the number of well-trained interviewers, supervisors, coordinators.

Working towards Zero reworks on all projects (Adopting the concept of Better, Quicker Cheaper). Keeping fieldwork timelines on projects.

Maintaining Quality Control Processes on all projects.

Reduction of cases of falsified field receipts /financial misuse.

Keeping field budgets below 35% for local or domestic budget and 45% for international Markets

Conducting quarterly Interviewer refresher trainings

Observance of global Operations metrics- On time and in full delivery > 95% and client satisfaction levels

> 8.5

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