

Survey Coordinator

The Survey Action Center in Takoma Park, Maryland, U.S.A. near Washington D.C. is seeking a Survey Coordinator to direct its landmine impact survey in Angola. Applications with a cover letter, a current CV and three references should be sent to Ms. Carlie Numi at jobs@sac-na.org. This posting will remain open until the position is filled.

Background

SAC serves as the executing agency for Landmine Impact Surveys. The Survey Action Center is an international organization with headquarters in Washington, D.C. It is registered in the US as a non-profit organization. The SAC Board of Directors consists of the leading NGOs in the mine action field: Handicap International (France), Mine Clearance Planning Agency (Afghanistan), Danish Demining Group (Denmark) and Norwegian People's Aid (Norway). Jean Baptiste Richardier is the President; Bob Eaton is the Executive Director and Sue Eitel is the Secretary/Treasurer.

Following the signing of the Mine Ban Treaty in Ottawa in December 1997, it became clear that a definition of the scope and impact of the worldwide landmine problem needed to be defined and quantified. To meet this need, the Survey Working Group (SWG), which consists of the lead international NGOs and UN agencies in mine action and the Geneva International Centre for Humanitarian Demining created the Survey Action Center in 1998. The SWG asked one of its members, the Vietnam Veterans of America Foundation (VVAFA), to serve as fiduciary and management body for the SAC. At the end of 2001 the SWG authorized the creation of an independent SAC with its own legal framework and Board of Directors.

The SWG remains as the advisory body for SAC. The SWG is responsible for the protocols that have been established through the SAC that define and maintain the high international standards of the Landmine Impact Survey.

Landmine Impact Surveys provide information to improve priority setting by donors and mine action agencies in the international effort to eliminate or control the threat of mines by the year 2010. Landmine Impact Surveys have been completed in Cambodia, Chad, Kosovo, Mozambique, Thailand and Yemen. Surveys are underway in Azerbaijan, Bosnia-Herzegovina, Eritrea, Ethiopia, Lebanon, Somalia and Vietnam. In 2003 surveys will begin in Afghanistan and Angola.

Job Title:	Survey Coordinator
Reports To:	Director for Survey (SAC)
Location:	Luanda, Angola

Purpose of the Job

The survey coordinator (SC) has overall responsibility for the preparation, execution and completion of a national Landmine Impact Survey in Angola. The survey coordinator represents SAC to local stakeholders and the United Nations. The SC will supervise the SAC Field Coordinator, GIS Database officer, the Admin Finance Officer, and the Social Scientist.

Main Tasks Related to the Job

Program

1. Provide the technical and managerial leadership for the survey;

2. Ensure that survey standards are met and that information provided by the survey teams is complete and accurate;
3. Liaise and coordinate activities with INAROOE, CNIDAH, donors and the UN.
4. Prepare office and training space and accommodations for the SAC trainers;
5. Participate in SAC senior staff training as needed;
6. Monitor activities of the national Landmine Impact Survey teams, carry out field visits as required to monitor and ensure survey quality;
7. Promote team building;
8. Work closely with the Quality Assurance/Monitoring officers to ensure that the survey is completed according to survey protocols for UN certification;
9. Coordinate training for all survey team personnel to ensure standardization of project outputs;
10. Draft final survey report with SAC HQ assistance.
11. Work closely with the Quality Assurance/Monitoring officers to ensure that standards are met and that the information provided by the teams is complete and accurate;
12. Ensure that best practices are shared between country surveys,
13. Provide briefings and progress reports to the Director for Survey on a periodic basis.

Personnel

14. Recruit and hire necessary survey staff as provided for in the project document;
15. Supervise the survey team;
16. Ensure SAC policies are in compliance with local labor laws.

Administration

17. Oversee expenses and ensure that all expenses are within the budgets;
18. Provide briefings and progress reports to SAC-HQ on an assigned periodic basis; and to the local stakeholders as needed or as requested by SAC;
19. Submit a weekly report to SAC-HQ each Friday;
20. Represent SAC to the United Nations and the government of Angola;

Skills/ Experience

1. At least five years overseas experience in a developing country.
2. At least three years experience in project management and/or completion of national surveys.
3. Experience in working with local partners.
4. Excellent oral and written communications in English and Portuguese.
5. An understanding of the issues pertaining to development, humanitarian relief and mine action.
6. Excellent team building and inter personal skills.

Only candidates with excellent Portuguese skills will be considered.