



## **JOB DESCRIPTION**

**Job Title:** 8 Field Officers

**Hours:** 40 hours per week

**Duration:** Permanent

**Organisation:** Smart African Village Development Consortium.(SADO)

**Location:** Smart African Development Consortium

P. O. Box:800334 Ntinda Plot 1191, Masembe Road

### **Job Summary:**

We are looking for motivated Field Officers to join our team. The Field Officer will be responsible for implementing field activities, engaging with communities, collecting data, and ensuring the success of our projects in [insert sector, e.g., health, agriculture, education,

### **Key Responsibilities:**

- Conduct field visits to monitor and support project implementation.
- Engage with community members and stakeholders to ensure project goals are met.
- Collect and report data for project evaluation and improvement.
- Facilitate training sessions and workshops where necessary.
- Prepare reports and maintain accurate records of activities.
- Ensure adherence to organizational policies and procedures.

### **Qualifications & Experience:**

- Bachelor's degree or diploma in health related field.
- Minimum [4] years of experience in fieldwork, community engagement, or a related role.
- Strong communication and interpersonal skills.
- Ability to work independently and travel frequently.
- Proficiency in [mention required skills, e.g., Microsoft Office, data collection tools, etc.].

## **Terms of Reference (ToR) – Field Officers**

### **Objectives of the Role**

The Field Officer will be responsible for coordinating and implementing field activities, ensuring smooth project execution, and supporting the achievement of program objectives.

### **Scope of Work**

- Conduct community outreach and engagement activities.
- Monitor and evaluate the progress of project activities.
- Collect, analyze, and report data for project assessment.
- Provide technical support and guidance to beneficiaries.
- Liaise with local authorities, partners, and other stakeholders.
- Prepare periodic reports on field activities.
- Identify challenges and recommend solutions for project improvement.

### **Deliverables**

- Regular field visit reports.
- Monthly/quarterly progress reports.
- Data collection and analysis for impact assessment.
- Stakeholder engagement records.

### **Duration & Location**

- The contract will be for 1 year with the possibility of renewal based on performance.
- The position will be based in [insert location] with frequent travel to field sites.

### **Reporting**

- The Field Officer will report to the Project /Program Coordinator/Relevant Supervisor].

### **Qualifications & Skills Required**

- Degree/Diploma in health related field
- Experience in fieldwork, community mobilization, and project implementation.
- Strong problem-solving and analytical skills.
- Excellent communication and report-writing skills.
- Ability to work in remote areas and under minimal supervision.