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Introduction

KHPT is a not-for-profit charitable entity that spearheads focused initiatives to improve the health and wellbeing of communities in India. In 2003, KHPT was founded with a mission to enhance the health and wellbeing of vulnerable communities and our journey started with the focus on reducing the prevalence of HIV in Karnataka, specifically among most at-risk populations. These interventions were evidence-driven, systematically planned, rigorously implemented, and monitored. We succeeded in scaling impact well beyond Karnataka and KHPT became a learning site for innovative approaches. We work primarily in the fields of Maternal, Neonatal & Child Health (MNCH), Tuberculosis (TB), Adolescent Health (AH), and Comprehensive Primary Health Care (CPHC).

KHPT is seeking an application for the following positions.

Field Investigator

Positions: 6

Location: Haveri, Karnataka

Qualification, Skills & Competencies

- Bachelor's degree in Social Work /Social Sciences/Statistics/Sociology or a related field with at least 1-2 years of relevant experience.
- Previous experience in qualitative data collection, conducting interviews, and/or facilitating focus group discussions is preferred but not mandatory along with translation skill.
- Be adaptable to changing research needs and respond to unforeseen circumstances during data collection.
- Excellent verbal and written communication skills to effectively interact with study participants and accurately record information.
- Willing to travel extensively to all the villages, and spend quality time with the field investigators, beneficiaries and communities.
- Familiarity with research ethics and guidelines for human subjects research.
- Fluency in written and spoken Kannada & English language.
- Good facilitation skills and abilities to work with multi-disciplinary stake-holders at the grass root level.
- Should be a good team person with ability to work collaboratively with other team members and researchers.

Roles and Responsibilities

- Manage the Project Team, and provide inputs to the project in general and to Project staff and other stake-holders at the district level.

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- **Data Collection:** Conduct interviews, focus group discussions following an approved research protocol or guidelines. Take detailed and accurate notes of interviews and discussions, ensuring that all relevant information and observations are recorded. Collect periodic data as prescribed by the project team from the research subjects.
- **Transcription:** Accurately translate audio recordings of the interviews and discussions to English maintaining confidentiality and data security.
- **Data Management:** Organize and manage collected data, ensuring it is properly stored and accessible for analysis. Analyze data, compile reports and submit to District Leads in time.
- **Quality Assurance:** Ensure the quality and validity of collected data by regularly reviewing and cross-checking the accuracy and completeness of notes and transcriptions.
- **Research Documentation:** Assist in the documentation of the data collection process, including challenges faced, lessons learned, and recommendations for future improvements.
- **Supporting advocacy work** of the project at Gram Panchayat and community level.
- **Communication:** Maintain regular communication with the research team, providing updates on progress, challenges and any emerging findings.
- **Training:** Participate in training sessions and capacity-building workshops to enhance qualitative data collection skills and knowledge.
- **Maintaining day-to-day records** of work progress and report monthly activities and plan to the district lead.
- **Ensuring ethical principles** in terms of confidentiality/coding and sharing of data and MIS operations; generating statistical reports at district level.
- **Execute any other necessary activities** as required by the project.

Reporting

Field Investigator will be reporting to the District Lead- or person designated by him.

Remuneration

The remuneration for the above positions will be fixed in line with internal policies and market standards which will be set based on qualification, relevant experience, budget availability and interview performance

KHPT provides a safe working environment for all its employees; follows the principle of equal opportunity and encourages women applicants to apply. Also, individuals who are physically challenged with the required skills /knowledge and who are willing to travel are also encouraged to apply.

We will be following a systematic selection process to fill this position based on experience, competency, suitability, aptitude to work with our health programmes and in-depth knowledge of thematic areas we work. Only shortlisted candidates will be invited for an interview.

The above position demands excellent communication, interpersonal and computer skills and also involves travel. Preference will be given to candidates who have work experience in the relevant field and local candidates with required experience and skillsets.

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How to apply

Prospective candidates should submit their applications by clicking the "Apply Online" button next to the relevant vacancy on our current openings page at <https://www.khpt.org/work-with-us/>.

The deadline for submissions is 16th May, 2024.