

## **Terms of Reference for DHS Coordinator**

Position : DHS Coordinator  
Category : Individual Consultant  
Duty Station : Dili, Timor-Leste  
Duration : 150 days

### **Organizational Setting**

The Demographic and Health Survey (DHS) Coordinator is co-located in the UNFPA Timor-Leste Country Office and at the General Directorate of Statistics, Ministry of Finance, Timor-Leste. Under the direct supervision of the Representative, the DHS Coordinator provides leadership and advice to the Country Office (CO) and GDS on management and operations of the Demographic and Health Survey (DHS).

### **Main Tasks & Responsibilities**

- Provide support for the implementation of technical and/or managerial activities of the survey;
- Participate directly in various stages of the survey process, e.g., fieldwork monitoring, report writing, and dissemination of the survey findings;
- Support the day-to-day operations of the survey and be available to devote full time to the survey management and supervision during, field work monitoring, and data entry and processing;
- Coordinate activities efficiently at the central as well as the field level and have the authority to make decisions in the field if necessary;
- Prepare and execute operation plans;
- Assure that DHS protocols are followed to ensure data quality and timeliness;
- Prepare necessary vouchers, keeping records and supervising activities as assigned by survey manager.

**Education:** Post-graduate degree in public health or social sciences.

### **Knowledge and Experience**

- Minimum seven years of progressively responsible professional experience in public health and/or health and social research
- Strong analytical and leadership skills
- Strong verbal and written communication skills

**Languages:** fluency in English and Tetun.

Interested candidate should submit a Cover Letter, and P11 form (attached) in a sealed envelope marking “Confidential” with clearly mention the post applied to UNFPA Office at Caicoli Street, Dili, Timor Leste. Or email to: [jossoares@unfpa.org](mailto:jossoares@unfpa.org). The deadline for application is 22 August 2016 at 17.00 pm.