

**Innovations for Poverty Action Liberia** is seeking to hire highly motivated, qualified, and experienced Field Managers to join our team. IPA Field Managers play a critical role in maintaining high-quality research work through their monitoring experience. The Field Manager is expected to work very closely with the research team in Monrovia. Women are strongly encouraged to apply.

**Core Responsibilities:**

- Lead on project enumeration hiring process using an entry test and interviews;
- Develop training protocols and materials with Research Associates, and lead on training and managing large field teams that will conduct the data collection in various regions of Liberia;
- Travel to locations in Monrovia and around Liberia to observe the work of enumerators, offer constructive feedback, and provide support in resolving difficult cases;
- Prepare detailed field plans, enumeration strategies, communication plans, and relevant field rosters;
- Manage project field logistics, such as procuring materials, arranging rentals, and securing approvals from management on a timely basis;
- Develop field budgets in coordination with Research Associates and Research Coordinator, including compliance and implementation;
- Ensure all data quality protocols are followed during data collection;
- Ensure that project objectives and activities are achieved in a timely, cost-efficient, and effective manner;
- Write detailed field updates and reports;
- Maintain regular communication with Research Associates to provide updates on the progress of data collection and troubleshoot problems;
- Undertake other tasks as identified by the supervisor.

**Required Qualifications and Experience:**

- A Bachelor's Degree in economics, statistics, social sciences, public administration, or related fields;
- At least 2 years of field management experience overseeing projects in Liberia;
- Prior enumeration experience;
- Excellent understanding of project management;
- Proficient in computer skills (Excel, Word, emailing, Google Drive);
- Data collection experience on tablets/smartphones using SurveyCTO/Kobo/ODK Collect; Prior experience with Stata preferred;
- Excellent communication and writing skills in English;
- Basic understanding of research methodologies, preferably RCTs, and able to explain research protocols to non-researchers;
- A very flexible, self-motivating team player;
- Ability to complete tasks on tight deadlines
- Strong understanding of research ethics;

- Demonstrated interest in improving their own computer skills and proactiveness in taking on increasingly complex data monitoring and analysis tasks.

## How to Apply

If you are interested and qualify with the above-stated requirements, then please fill out the form here: <https://forms.gle/JTtFkn1v7g5efRMT8>. You can also email [jobs.liberia@poverty-action.org](mailto:jobs.liberia@poverty-action.org) for instructions.

The deadline for the submission of the application is December 15 at 12:00 Midnight. **Applicants will be assessed on a rolling basis, so early submission is encouraged.**

IPA Liberia WILL NOT accept hardcopies, and these applications WILL NOT be considered for the position.

## About IPA

Innovations for Poverty Action (IPA) is a research and policy nonprofit that discovers and promotes effective solutions to global poverty problems. IPA brings together researchers and decision-makers to design, rigorously evaluate, and refine these solutions and their applications, ensuring that the evidence created is used to improve the lives of the world's poor. In recent decades, trillions of dollars have been spent on programs designed to reduce global poverty, but clear evidence of which programs succeed is rare, and when evidence does exist, decision-makers often do not know about it. IPA exists to bring together leading researchers and these decision-makers to ensure that the evidence we create leads to a tangible impact on the world. Since its founding in 2002, IPA has worked with over 600 leading academics to conduct over 900 evaluations in 52 countries. This research has informed hundreds of successful programs that now impact millions of individuals worldwide.

## IPA's Commitment to Diversity, Equity, & Inclusion (DEI)

As an organization, IPA is dedicated to improving the lives of the world's most vulnerable populations through evidence and policy. We also recognize how important it is for our staff to reflect the diversity of the places where we work and the communities we work with. As such, IPA is committed to hiring from a diverse pool of candidates, from a range of backgrounds, beliefs, experiences, and perspectives. We know that this makes our work stronger and more responsive to the challenges faced by those we work with and for and we encourage people from historically underrepresented groups to apply. Click [here](#) to learn more about IPA's commitment to diversity, equity, and inclusion ([poverty-action.org/about/dei](https://poverty-action.org/about/dei)).