



TERMS OF REFERENCE

Organisation	SKL Led Consortium
Volunteer Role:	Data Collectors
Department:	Project Management Unit, M&E Department
Reports to:	District Coordinators
Level of Effort	100%
Candidate:	Strictly young people residing within the districts mentioned below
Location(s)	Mafeteng, Mochale's Hoek, Quthing and Qacha's Nek (Lesotho)
Terms	13 months volunteer engagement Commences 1 July 2017 and ends 31 June 2018

Job Purpose

To collect data from schools, peer educators and Lay counsellors using the project data collection tools with the intent of monitoring progress towards achieving the targets for the SKL led Consortium Project (*Stepping up universal access: A multi-Sectoral partnership to HIV prevention at the community level*) focuses on up scaling AGYW Prevention interventions and access to health services across the four districts in Lesotho being Mafeteng, Mochale's Hoek, Qacha's Nek and Quthing.

Main Duties and Responsibilities:

- Commit to being a Data Collector for at least 12 months. (July 2017- June 2018).
- To liaise with schools, peer educators and Lay counsellors to collect participants registers and any other data collection tools

- *Performing day-to-day data collection activities that includes capturing of data into the Data collection tools and database as well as proper filling of hard copies*
- *Submit on a timely basis, accurate periodic report to the District Coordinators and corresponding reports, such as timesheets, expense reports and other prescribed consortium documents.*
- *Provide support to the District Coordinator and the Project M&E team in setting up appointments and organizing data collection verification visits and other relevant activities to their role within the consortiums as needed.*
- *Accurately recording of data collection tools with all required information that will be pertinent to the valuation of the property. Follow the guidelines of the data collection manual and guidelines developed for each Community.*
- *Responding to questions that participant and Peer Educators may have about the data collection tools and specific requirements on the sessions delivered*
- *Scheduling time(s) with participants, Peer Educators and all other relevant stakeholders to complete the questionnaire and data tools for the project*
- *Ensuring that all data captured is kept physically secure and confidential at all times*
- *Draw up weekly plans and submit weekly reports to the District Coordinator.*
- *Attend mandatory monthly meetings and all other meetings as the District Coordinator may request from time to time.*
- *Perform other duties as assigned.*

Requirements

- Minimum of secondary school education. COSC and college education is an added advantage.
- Must be young people between the age of 19 and 35 years.
- *****The age requirement is flexible for a very mature and eager teen*****
- Interested in sexual health issues relating to youth.

- Comfortable with public speaking, especially speaking to peers their age about sex and sexuality.
- Mature, reliable, and responsible.
- Experience in data collection and peer education related activities

Expertise and Skills

- Ability to read and write
- Fluency in both Sesotho and English language
- Good community mobilisation skills
- Ability to facilitate sessions for young people
- Exceptional verbal, written and presentation skills
- Ability to work with large and diverse teams of young people
- Ability to work effectively under pressure both independently and as part of a team
- Ability to work in a multi-ethnic and multi-cultural setting
- Competency in MS Tools and applications (Word, excel and PowerPoint)

Training

- Training sessions will be provided in order to increase knowledge and presentation skills around data collection, HIV and TB prevention.

Benefits

- Gain valuable personal and professional experience, including references
- Improve organizational and time management skills, leadership potential, and public speaking abilities become part of a fun and challenging team experience!
- Meet lots of new people
- Have a chance to make a difference in someone's life

HOW TO APPLY:

Please complete the online application form on the Skillshare Lesotho website;
www.skillshare.org.ls

OR

Download the SKL Led Consortium Volunteer Application form from the website and submit a completed version to the following email addresses to info@skillshare.org.ls and copy maboitelojobo@yahoo.co.uk and john.t@skillshare.org.ls.

Deadline for applications: 16th June 2017 at 4:00PM.

We thank all those who apply, but only shortlisted candidates will be contacted.

No calls please.