



# Nutrition Center of the Philippines

Unit 214-215, 2nd Floor Commercenter, East Asia Drive, Filinvest Corporate City, Alabang, Muntinlupa, 1781 Metro Manila

Telephone nos.: 0917-123-8627/ 0917-119-9341/ 0917-123-5532

Website: [www.ncp.org.ph](http://www.ncp.org.ph)

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|                              |                           |
|------------------------------|---------------------------|
| <b>Document Title:</b>       | <b>Job Description</b>    |
| <b>Cost Center:</b>          | HKI&VA-TLTN Assessment    |
| <b>Job Position:</b>         | Area Supervisor           |
| <b>Project Manager:</b>      | Cherry C. Maramag         |
| <b>Division:</b>             | Health and Nutrition Unit |
| <b>Document Prepared by:</b> | Cherry C. Maramag         |

## I. Objective of the position

The main purpose of the position is to assist in implementing the study protocol. The Area Supervisor thus assists in preparatory activities, conducts courtesy visits, masterlist gathering, local coordinations, sampling of study participants, accomplishes and submits completed records, and accomplishes and submits administrative forms. The Area Supervisor may be required to perform independent field work and other specific duties and responsibilities tailored to meet project needs.

## II. Description of duties

Under the direct supervision of the Research Associate and the general supervision of the Project Manager, the incumbent is responsible for, but not necessarily limited to, the following duties:

### 1. Implementation

To ensure that all study is undertaken according to time schedule, good research practice and guidance, and following at all times the study protocols. This includes, but not necessarily limited to, the following duties:

- a. Execution of activities complying strictly with study protocol
- b. Masterlisting / Enumeration
- c. Data collection: random selection of study participants, checking and submission of ODK forms
- d. Data encoding and entry

Compiles, codes, categorizes, calculates, audits, verifies, or processes information or data accordingly to research specifications.

Manages data encoding by entering data or transcribing tapes and handwritten notes;



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learns and uses technology to do these tasks more efficiently.

Reviews data, records and files for detail and accuracy.

Maintains appropriate databases, keeping accurate written and computerized records, ensures that these records are stored in a secure place, and maintains confidentiality of all electronically stored personal data in line with the provisions of the study protocol.

e. **Auditing and Logistics**

Orders and maintains inventory of supplies.

Coordinates the provision of consumable items for the study (auditing stock, liaising with suppliers, preparing regular orders of commonly used items).

Reports to the Research Assistant project equipment that needs regular maintenance, check-up, or repair in a timely manner.

Monitoring and review of quality of work of Data Collectors

f. **Checking of administrative forms**

g. **Reporting on status of study with regular feedback on status of field activities.**

Organizes and communicates information in a clear and concise manner, orally and in writing.

Submission of Field Data Collection Report/s

h. **Participating in related team activities as needed.**

Performs additional functions incidental to research activities.

Encourages interaction between team members.

i. **Shows a professional attitude in practicing local health protocols and safety regulations, as a response to the pandemic.**

j. **Always handles and protects confidential and sensitive data with integrity.**

2. **Establish and nurture alliances**

Attends and participates at regular meetings with the project teams and investigators as required.

Always maintains discipline and proper decorum while in the study site or when with



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collaborators, study participants and other external agencies.

### 3. Other duties as assigned

The duties of the post outlined above are not exhaustive, and the postholder will be expected to be co-operative and flexible, undertaking such administrative and other duties as may from time to time be reasonably expected of a member of research staff.

## III. Required qualifications

### 1. Education

Bachelor's degree in public health, nutrition, nursing, or other health/science discipline.

Professional Regulation Commission registration required as applicable.

### 2. Personal profile

Resident of or willing to transfer residency at own expense to the following provinces:

| Province        | Municipality                                  |
|-----------------|-----------------------------------------------|
| Nueva Ecija     | Gabaldon, Laur, Rizal, Santo Domingo          |
| Camarines Sur   | Baao, Gainza, Goa, Libmanan                   |
| Capiz           | Cuartero, Dumarao, Mambusao, Panitan          |
| Negros Oriental | Ayungon, Tayasan, Bais City, Tanjay City      |
| Lanao del Sur   | Marawi City, Ditsaan-Ramain, Malabang, Taraka |

Fluent in the local language.

Has access to a computer and stable internet.

### 3. Professional Experience

Experience in conducting personal interviews (face-to-face or phone), records retrieval, community developmental works, community organization, and other related works, an advantage.

Coordination with stakeholders at the provincial and local levels; works effectively under pressure to meet deadlines; management of competing priorities; and work successfully in diverse team-oriented environments.



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## 4. Skills

Ability to interact with diverse populations.

Articulate, tactful and with good communications skills; readiness to meet and work directly with study subjects.

Ability to prioritize own work and organize research within the project timetable. Demonstrated ability to work both independently and within a team environment is essential.

The work may require some physical exertion during field work such as long periods of standing; walking over rough terrain or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as record boxes.

Strong spoken and written communications skills.

Capacity and will to learn new software, research methods, and work routines quickly, under the mentorship of research staff; flexibility in responding to new research opportunities as they arise.

Motivation to engage in and manage a wide range of intellectual and physical work, ranging from preparing surveys to analyzing proposed data-collection designs.

Willingness to work flexibly, which may include flexibility in work hours, in order to achieve project demands.

High personal motivation, self-management, and detail-orientation.

Ability to take responsibility in meeting deadlines and making progress without direct supervision.

## 5. Technical expertise

Knowledge specific to the subject area.

Ability to maintain accurate and up to date records.

Ability to operate tablets and electronic data capture programs.

Understanding of the research process.

Ability to manage work schedule independently and in a timely manner.

Familiarity with research methods and possible sources of information.



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## IV. Project duration: May 15 to June 30, 2025 (tentative period)

## V. Expected outputs

| Activity        | Expected Outputs                                                                                                                                                                            |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Preparatory     | Completed project training<br>Submitted contract requirements                                                                                                                               |
| Implementation  | Coordinated with local study partners and stakeholders<br>Masterlist of target study participants<br>Supervised Data Collectors: review records, monitor outputs, submits validated records |
| Data processing | Submitted data records, conducted quality checks                                                                                                                                            |
| Documentation   | Data Collection Reports<br>Administrative forms with complete supporting documents<br>Attendance to project meetings                                                                        |

## VI. Contract Cost

Upon signing of the Contract, the following will be applicable:

| Tasks                                                                                                                                                              | Deliverables                                                                                                                                                                               | Item                                                                              | Cost, PhP   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-------------|
| <ul style="list-style-type: none"> <li>submission of contract requirements</li> <li>attendance to project orientation</li> </ul>                                   | <ul style="list-style-type: none"> <li>certificate of completion of required courses</li> <li>completion of project orientation</li> </ul>                                                 | COLA                                                                              | 15,000.00   |
|                                                                                                                                                                    |                                                                                                                                                                                            | communication allowance                                                           | 400.00      |
| <ul style="list-style-type: none"> <li>conduct courtesy calls</li> <li>prepare masterlist of study participants</li> <li>attendance to project training</li> </ul> | <ul style="list-style-type: none"> <li>courtesy visits to province, municipalities and barangays</li> <li>masterlists of study participants</li> <li>completed project training</li> </ul> | COLA                                                                              | 15,000.00*  |
|                                                                                                                                                                    |                                                                                                                                                                                            | communication allowance                                                           | 400.00*     |
|                                                                                                                                                                    |                                                                                                                                                                                            | <i>*to be released on the 1st week of data collection</i>                         |             |
| <ul style="list-style-type: none"> <li>data collection</li> </ul>                                                                                                  | <ul style="list-style-type: none"> <li>signed consent forms, data records</li> </ul>                                                                                                       | compensation                                                                      | 18,750.00** |
|                                                                                                                                                                    |                                                                                                                                                                                            | <i>**to be released upon complete submission of records to the project server</i> |             |
| <ul style="list-style-type: none"> <li>submission of Data Collection Reports,</li> </ul>                                                                           | <ul style="list-style-type: none"> <li>Data Collection Tracking and Reports</li> </ul>                                                                                                     | compensation                                                                      | 18,750.00   |



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| Tasks                                                                      | Deliverables                                                                                                                | Item | Cost, PhP |
|----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|------|-----------|
| accomplished administrative forms, project forms, materials and equipment, | <ul style="list-style-type: none"><li>• Administrative forms</li><li>• Project documents, equipment and materials</li></ul> |      |           |

The compensation and cost of living allowance (COLA) is **inclusive of tax**.

The cost of living allowance (COLA) will cover meals, lodging and transportation expenses. No separate allowance for travel expenses will be provided.

The last compensation will be released only after at least two weeks from the date of receipt of all project documents, equipment and materials issued to the Contractor and team members.