

Field Manager

Position Summary

Innovations for Poverty Action (IPA) Philippines and the Global Poverty Research Lab (GPRL) at Northwestern University have partnered with the Philippines Institute for Development Studies and the University of the Philippines School of Economics to launch a twenty-year panel survey, tracking a sample of rural households Western Visayas. The objective is to provide publicly available data for government actors, researchers, and practitioners to better understand the long-run processes of social and economic development. The data collection effort is currently on-going, with only 173/500 barangays (villages) remaining.

IPA is seeking 1 Field Manager (FM) to oversee data collection for approximately 86 barangays in Western Visayas. We have another FM who will oversee the other 87 barangays. Each FM will supervise 2-3 Field Coordinators, 7-8 Senior Field Officers, and 30-40 Field Officers. The FMs will be responsible for monitoring the performance of their field teams, coordinating with local government units, collaborating with the field teams to ensure data collection proceeds in a timely manner, and developing weekly field plans for their assigned teams.

Responsibilities

[70%] Monitor the performance of the field team, ensure that the survey, data and security protocols are observed, ensure that their targets are met, and provide feedback to improve the field teams survey administration

[15%] Frequent communication and coordination with the research, procurement, and operation teams to discuss fieldwork (progress, data quality, logistics), cash advances, and procurement requests

[10%] Accomplish progress reports, survey completion reports, field staff timesheets, and other required documents in a timely manner

[5%] Creates overall logistical plan for the rollout of the data collection ensuring the data collection is completed on time and within budget

Qualifications

Required

- At least 3 years of experience supervising field data collection or managing field operations
- Knowledge of SurveyCTO
- Ability to coach and manage field teams
- Excellent project management, communication, and logistical skills

Preferred

- Previous experience at IPA
- Prior knowledge of the Philippines Socioeconomic Panel Survey
- Previous experience managing at least 30 staff
- Based in Western Visayas

Reports to

Senior Research Associate

Desired Start Date

As soon as possible

Location

Western Visayas

Hours per week

48 Hours

Application Instructions

[Click here to apply now.](#)

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.

Safeguarding at IPA

At Innovations for Poverty Action (IPA), we are committed to creating a safe and respectful environment for all individuals, particularly children and vulnerable adults. As IPA adheres to strict safeguarding principles, selected candidates will be expected to adhere to these standards. By joining IPA, you become part of a team dedicated to ethical conduct, social responsibility, and meaningful impact in the fight against global poverty. Together, we work to create a better world where everyone has the opportunity to thrive with dignity and respect.

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.

Innovations for Poverty Action is an affirmative action-equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status, or any other protected class. IPA will endeavor to make a reasonable accommodation to a qualified applicant with a disability unless the accommodation would impose an undue hardship on the operation of our business. If you believe you require such assistance to complete this form or to participate in an interview, please contact us at jobs@poverty-action.org or via phone at 1-202-386-6200. The above statements are intended to describe the general nature and level of the work to



be performed by the specified position. The statements are not intended to be an exhaustive list of all possible duties, tasks, and responsibilities. Management reserves the right to amend and change responsibilities to meet organizational needs as necessary. Please note that IPA will never request any form of payment from an applicant. Applicants are encouraged to confirm the information listed above with IPA prior to releasing any extensive personal information to the organization. Please direct questions to jobs@poverty-action.org. Please note that only qualified applicants will be contacted by the hiring manager