



Innovations for Poverty-Action (IPA)

Job Description

Job Title: Field Manager_ Intern

Division/Department: Any project

Work Location: Kigali

Length of contract: 3 months (with the possibility of extension)

Reports to: TBC per project

Essential Duties and Responsibilities:

The Field Managers will lead project field activities and manage teams of field enumerators to collect project related data. The successful candidates will be detail-oriented and enthusiastic about managing field research projects. The Field Managers will work closely with academic researchers, partners, and other field staff to perform a variety of tasks which may include but not be limited to:

- Hiring, training, and managing the field teams that will conduct the data collection,
- Ensuring that all IPA data quality protocols are followed,
- Creating detailed field plans describing team schedules and market to visit,
- Managing field logistics and adapting Field Plan to changing conditions as necessary,
- Assisting in procuring products and getting approvals from local authorities,
- Supporting data collection and monitoring data quality, completing high-quality data checks on a daily basis
- Assisting in piloting and translation of questionnaires,
- Establishing editing and tracking systems
- Making daily updates to a field logbook to track activities and data questions,
- Providing relevant inputs on local context and assist research staff in coordinating relationships with local officials
- Maintaining a database of surveyors and other useful data collection contacts and resources
- Supporting project implementation and training for this as needed

Education and/or Work Experience Requirements:

- Bachelor's degree in Economics, Social Sciences, Agriculture, Statistics or any other relevant field etc.
- At least one year of field management experience in field-based data collection

- Experience conducting social science or economic field research.
- Background in randomized control trials is preferred
- Strong Excel or Stata skills
- Be physically apt for long travel and out of Kigali based field work
- Experience with electronic data collection platforms. Knowledge of Survey CTO a plus.
- Experience in the conduct of training of enumerators/field staff
- Strong written and oral communication skills and complete fluency in English is required
- Fluency in Kinyarwanda essential

IF YOU MEET ALL THE REQUIREMENTS OF THE JOB DESCRIPTION,
PLEASE APPLY BY SUBMITTING YOUR CV AND ACADEMIC CERTIFICATES. COMPLETE YOUR
APPLICATIONS AT THIS LINK: [https://poverty-
action.formstack.com/forms/iparw_field_manager_intern_job_application_may_2025](https://poverty-action.formstack.com/forms/iparw_field_manager_intern_job_application_may_2025)

APPLICATIONS WILL BE CONSIDERED ON A ROLLING BASIS, ALL APPLICATIONS SUBMITTED
PRIOR TO **5 PM RWANDA TIME on 10th June 2025** WILL BE CONSIDERED. APPLICATIONS AFTER
THIS TIME WILL NOT BE CONSIDERED. DUE TO THE VOLUME OF APPLICATIONS ONLY
SHORTLISTED CANDIDATES WILL BE NOTIFIED.