VACANCY: Transport Observatory Field Supervisor - Surveys

The Central corridor is the collection transport routes (rail, road and lakes) westwards from the Port of Dar es Salaam. The Central Corridor connects Burundi, the Democratic Republic of Congo, Rwanda and Uganda to the Port of Dar es Salaam in Tanzania. Central Corridor Transit Transport Facilitation Agency (TTFA) is an intergovernmental organization committed to facilitating trade and transport along the corridor.

TTFA Secretariat is looking for qualified candidates to fill the position of a Field Supervisor - Surveys for the Central Corridor Transport Observatory Project supported by TradeMark East Africa. The Transport Observatory is a Corridor Performance monitoring framework that incorporates data sourcing, analytics and information dissemination.

Job Overview

The Supervisor's role is expected to achieve the following specific objectives:

- To identify and establish a sustainable relationship with transporters, truck drivers and affiliated stakeholders through transporters associations and similar organizations.
- To develop effective data collection tools for the survey.
- To ensure achievement of at least 60% effective sample rate on the survey work with a minimum of 200 well filled questionnaires and 100 GPS complete data spread representatively among the corridor member states per quarter together with the soft version of the same in a well consolidated and formatted manner.
- To train transporters, truck drivers and affiliated stakeholders involved in the surveys to ensure effective execution of the activities and reliable data collection process.
- To facilitate issuance and management of GPS kits or any other technological tools identified for the survey work ensuring optimal turnaround time for the use of the technology.
- To continuously sensitize transporters, truck drivers and affiliated stakeholders on the transport Observatory work and its significance.
- To participate in the development of the corridor performance indicators and subsequently data requirement that inform the data collection tools selected.
- To participate in the development of periodical reports (weekly, monthly, quarterly and annual) for the Transport Observatory by providing field experience and findings besides data collected.
- To facilitate the dissemination Observatory findings among the transporters, truck drivers and affiliated stakeholders.
- To participate in various forums for the transport observatory work to ensure knowledge and experience sharing in the region on data sourcing through surveys.
- To undertake administrative duties that would ensure effective execution of the role's expectation in line with the institution's policies

Qualifications

1. In performing his duties the Field Supervisor will always be required to demonstrate following soft skills:

- Excellent interpersonal skills; easy in establishing and maintaining working relationships with collaborators.

- Have self drive, honest and discrete.

- Good report writing and communication skills;

2. Must have already supervised a road survey for at least one year in the region.

3. Prior experience of working with transit truck operators or transporters is a desirable quality.

4. Must have prior research experience that involve development of data collection tools and report writing of at least one year.

5. Must have computer skills especially relating to data handling like Microsoft Excel and Access, SPSS etc.

6. Must possess a minimum of a College Diploma preferably in transport and logistics or research. Holding a university degree is desirable.

Duty Station: CCTTFA Secretariat, Dar es Salaam, Tanzania.

Contract Type: Service Contract (Initial one year; renewable based on performance)

Reporting: Transport Observatory Project Manager of CCTTFA and work closely with TMEA's ICT for Trade and Transport Facilitation Team.

CCTTFA and TMEA we are equal opportunity employers.

Interested candidates should submit their application and signed detailed CVs (in .pdf format) indicating their full addresses together with copies of all the relevant supporting documents (zipped certificates and testimonials) to the Executive Secretary CCTTFA by **15th August 2014** through the following email address: **cv@centralcorridor-ttfa.org ,** physical applications will not be accepted.

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TERMS OF REFERENCE

FIELD SURVEYS SUPERVOSOR FOR THE CENTRAL CORRIDOR TRANSPORT OBSERVATORY

Background

One of the TTFA's mandate is the monitoring corridor performance through proactive collection, processing and dissemination of transport data in order to support the planning and operations of the member states. It is in this perspective that the idea of establishing a Transport Observatory was conceived.

The Transport Observatory is a performance-monitoring tool for assessing the efficiency of the entire logistics chain of the Trade and Transport Corridor purposed to provide key reliable information to policy makers in the region and facilitate formulation of policies that lead to better transit and trade facilitation and cooperation between TTFA member states;

Transport Observatory work first commenced with the assistance from SSATP in July 2010 when a baseline study was undertaken ahead of implementing any activities on the Transport Observatory. In May 2011 Trade Mark East Africa (TMEA) and TTFA signed a funding Agreement for the development of a Transport Observatory project along the Central Corridor.

Whereas TMEA is committed to continue supporting the Central Corridor Transit Transport Facilitation Agency (CCTTFA), the corridor authority is keen to strengthen the capacity of the institution's technical expertise on sourcing for data on for the Observatory. In this regard CCTTFA and TMEA are sourcing for a Field Supervisor to undertake data collection activities for the central corridor transport Observatory.

Objectives of the Field Supervisor Role

The general objective for the survey with regard to road transport is to gather information on delays along the corridor among the truck drivers and operators (as well as owners), possible reasons and other desired data for the Observatory by means of a questionnaires (or any other similar data collection tools) accompanied with GPS kits (or any other technological tools identified). The Supervisor will be primarily responsible to ensure that the survey is smoothly carried out on the field and required and good quality data is collected from the field as well as establishing a close relationship with the drivers and operators and truck owners.

The Supervisor's role is expected to achieve the following specific objectives:

- To identify and establish a sustainable relationship with transporters, truck drivers and affiliated stakeholders through transporters associations and similar organizations.
- To develop effective data collection tools for the survey.
- To ensure achievement of at least 60% effective sample rate on the survey work with a minimum of 200 well filled questionnaires and 100 GPS complete data spread representatively among the corridor member states per quarter together with the soft version of the same in a well consolidated and formatted manner.

- To train transporters, truck drivers and affiliated stakeholders involved in the surveys to ensure effective execution of the activities and reliable data collection process.
- To facilitate issuance and management of GPS kits or any other technological tools identified for the survey work ensuring optimal turnaround time for the use of the technology.
- To continuously sensitize transporters, truck drivers and affiliated stakeholders on the transport Observatory work and its significance.
- To participate in the development of the corridor performance indicators and subsequently data requirement that inform the data collection tools selected.
- To participate in the development of periodical reports (weekly, monthly, quarterly and annual) for the Transport Observatory by providing field experience and findings besides data collected.
- To facilitate the dissemination Observatory findings among the transporters, truck drivers and affiliated stakeholders.
- To participate in various forums for the transport observatory work to ensure knowledge and experience sharing in the region on data sourcing through surveys.
- To undertake administrative duties that would ensure effective execution of the role's expectation in line with the institution's policies.

Recipient

Central Corridor Transit Transport Facilitation Agency and the TradeMark East Africa will be the recipient of the Field Supervisor for the Observatory work. The Field Supervisor will be working from and located at CCTTFA Secretariat.

Scope or Deliverables

- The Field Supervisor will work closely with the team in the secretariat assigned to work on the Transport Observatory to ensure that :
- Effective data collection tools for the survey are developed.
- Achievement of at least 60% effective sample rate on the survey work with a minimum of 200 well filled questionnaires and 100 GPS complete data spread representatively among the corridor member states per quarter.
- Data entry of all data collected consolidated in a standardized format for data collected in each quarter.
- Transporters, truck drivers and affiliated stakeholders involved in the surveys are effectively trained.
- At least a turnaround cycle of two per unit of the used technology is achieved.
- Sensitized transporters, truck drivers and affiliated stakeholders on the transport Observatory work and its significance.
- Input proved in the development of the corridor performance and data requirement.
- Field experience and findings besides data collected is provided in the development of periodical reports (weekly, monthly, quarterly and annual) for the Transport Observatory.
- Shared Transport Observatory findings among the transporters, truck drivers and affiliated stakeholders.
- Administrative duties like monthly/quarterly status reports that would ensure effective execution of the role's expectation in line with the institution's policies.

Methodology

The Field Supervisor is expected to achieve the objectives of this consultancy primarily by directly engaging in the day to day data collection for the Central Corridor Transport observatory on the field through identified field survey models.

This assignment will be executed by working closely with transporters association and transport companies, transport managers and truck drivers through facilitation as it might be deemed necessary by CCTTFA.

Reporting/Coordination

The Field Supervisor shall be reporting to CCTTFA's Logistics Expert/Transport Observatory Project Manager.

In TMEA this assignment will be under the ICT for Trade and Transport Facilitation Directorate.

Timeframe

The total length of period for the consultancy is expected to be a period of one calendar year with the possibly of extension.

Qualifications

1. In performing his duties the Field Supervisor will always be required to demonstrate following soft skills:

- Excellent interpersonal skills; easy in establishing and maintaining working relationships with collaborators.
- Have self drive, honest and discrete.
- Good report writing and communication skills;

2. Must have already supervised a road survey for at least one year in the region.

3. Prior experience of working with transit truck operators or transporters is a desirable quality.

4. Must have prior research experience that involve development of data collection tools and report writing of at least one year.

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