Job Description for Fieldwork Assistant (Consultancy Position)

Job Title: Fieldwork Assistant (FA)  
Department: AUB-Nature Conservation Center (Lbsar)  
Duration: 40-50 work days (approximate) between May and July 2013

Position overview

Fieldwork Assistant (FA) needed for conducting participatory questionnaire-based land-use surveys in Arabic with landowners in villages from North Lebanon.

Summary of Research Objectives:

The FA will be assisting the Research Student (RS) on his PhD thesis project. The main objective of the research project is to determine what kinds of incentives schemes would motivate land managers to plant diverse native trees, adopting the conceptual framework of Payments for Ecosystems Services (PES).

The methodology includes focus group studies and conducting participatory land-use (questionnaire-based) surveys with choice experiments (stated choice methods). The target group is landowners (100-150) from around 10-15 villages in North Lebanon. There will also be some semi-structured interview questions and a small number of participatory land appraisal surveys.

Requirements from Candidate:

The candidate should have some experience in conducting face-to-face interviews or questionnaires in Arabic. S/he should be personable and exhibit good communication skills. Having a background in social sciences or experience in rural development is a plus.

Some transcribing (both Arabic and English) will be required in piloting stage. While efforts will be made to conduct as many surveys per day/trip, candidate should be willing to work 7-10 consecutive days in the field. This will entail overnight stays in research sites or nearby villages.

Main Responsibilities Expected:

- Helping organize and guide focus group (e.g. translating) – some transcriptions of surveys and piloting will be required in order to standardize surveys. Focus group sessions will entail guided open-ended discussions.
- Conducting questionnaire-based surveys (100-150) in Arabic with landowners in up to 15 villages in North Lebanon (Batroun, Bcherre and Dinniyeh districts)
- Assisting in participatory land appraisal and mapping exercises (small sub-sample)
- Entering data into spread-sheet (e.g. Excel) as efficiently as possible
Skills and Abilities Required:

- Excellent in both written and spoken Arabic
- Excellent in both written and spoken English
- Excellent communication skills, e.g. interviewing experience
- Good knowledge of MS Office & Excel applications (i.e. data entry)
- Sound work ethics and interpersonal skills, e.g. knowledge of prior informed consent‡
- Good time management skills – punctuality and reliability a must
- Willingness to stay in the field for up to 10 consecutive days
- Access to a registered and insured vehicle a plus (not a requirement*)

‡As a requirement, the hired FA will need to take an online ethics course and one-time exam (approximately 90 minutes in total) in order to be certified by AUB’s Institutional Review Board. Details will be given at the interview.

*RS will have access to a vehicle; the FA will be reimbursed for all fuel costs if driving own vehicle.

Payment Arrangements:

The FA will be paid 30,000 LL per completed (i.e. data entered) survey. The estimated range is between 100-150 surveys (including piloted surveys). Please note that processing through AUB takes 4-6 weeks. Payments are liable to Lebanese income tax.

Focus group sessions will be held during the piloting stage prior to the surveys, which will require some translating during the sessions followed by minor editing/amending of pilot surveys in Arabic. The FA will receive a 40,000 LL per focus group session (1-3 hours).

†In order to make trips as efficient as possible and to minimize time lags and costs, the research team will be required to stay overnight (maximum 10 nights at a time) in or near research sites/villages. All expenses (food, lodging, etc) will be covered by the RS.

Contact Details:

If interested, please send your CV and short (1 paragraph) cover letter to Mr Arbi Sarkissian at arbi.sarkissian27@gmail.com, or call 03-024967 if you have any questions.

Alternatively, you may contact AUB-NCC (Ibsar) at: 01-350000 ext. 4509 (please ask to speak with Mr Hany Hachem for details).

Candidates will be notified by email or phone within 2 working days. Interviews will be arranged at AUB-NCC office in Hamra, Beirut.

Shukran!