

Terms of Reference

Position: Surveillance Coordinator

The Road Safety Surveillance Coordinator, based in Kumasi, Ghana, will be responsible to support the strengthening of road safety surveillance systems for the city of Kumasi, including improvements in data collection, analysis, linkage, reporting and use. The position will be embedded at Kumasi Metropolitan Assembly (KMA), with dual accountability to KMA and Vital Strategies.

Specific Duties and Deliverables:

- Serve as liaison between initiative partners and governments, in particular:
 - Transport and road safety officials at different government levels
 - Police for all issues related to crash reporting and analysis
 - Medical examiner systems
 - Health departments
 - Other stakeholders
- Work with police and other partners to pilot and define road crash database platform options and adaptation to local needs.
- Work with designated personnel to oversee data collection, data entry, conduct data cleaning and management of designated data sets.
- Train, monitor and oversee contracted data entry staff.
- Conduct analysis and prepare tables, charts, and maps both for routine review and special queries, including spatial analysis for identification of high-risk locations.
- Collaborate with police, health, medical examiner, and Vital Strategies personnel to develop a protocol and conduct linkage and analysis of injury registry and data.
- Conduct data linkage according to plan.
- Conduct a capture-recapture analysis of crash fatalities using at least two data sources: police crash reporting and vital registration, forensic, hospital, and/or insurance records; and prepare a report on methods and findings.
- Work with appropriate municipal agencies to prepare annual road safety reports based on available sources for crash/injury death data, as well as risk factors data.
- Disseminate and present road safety report findings to stakeholders and promote data use for policy and planning.
- Provide support to other jurisdictions as required by the Initiative

- Be on call to respond to and address the needs to the Contract Manager/Initiative Coordinator/others
- Report regularly on initiative progress to senior city officials and to Vital Strategies and relevant initiative partners. Submit written reports on implementation status and progress
- Monthly reports on deliverables and progress, in the template provided by Vital Strategies

Skills and Qualifications:

- Master's degree in a relevant field (e.g. public health, epidemiology, biostatistics, transport engineering, or similar)
- 3-6 years of experience in data management and analysis related to public health, transportation, or public policy
- Quantitative data analysis skills (experience with data management and statistical analysis software required, GIS preferred)
- Proven capacity to work in a multidisciplinary or multi-agency setting and to interact with public servants and heads of department
- Excellent oral and written communication skills

Structures and Location of work:

- Located at Department of Transport, Kumasi Metropolitan Assembly
- Reporting to the Initiative Coordinator and Vital Strategies Data Surveillance staff

Interested candidates are requested to send hard copies of their Application Letters, CVs including contact information to The Metro Chief Executive, Kumasi Metropolitan Assembly, P. O. Box 1916, Kumasi; Attention Yvonne Naboo and a soft copy to ynaboo77@gmail.com and Daniel Chekol at dchekol@vitalstrategies.org, before end of Friday November 20th, 2020.