

Field Officer Recruitment Guidelines



This document outlines guidelines for the recruitment of Field Officers. These guidelines present simple tools so that Project Officers can complete the recruitment in a timely manner with the support of key TL team members as needed.

TL is now seeking to engage Field Officers to support the delivery of interventions with key affected populations in project locations. Field Officers can be engaged for a variety of purposes, depending on the needs of a particular project location. Field Officers are different from volunteers in the following ways:

- Employed by the project on a casual basis
- Expected to work up to 24 hours / week
- Paid an hourly wage for their work at K6.50/ hour
- Receive all benefits associated with employment with Cardno: worker's compensation, NasFund contributions, medical insurance
- Expected to work according to a regular work / activity plan

Recruitment:

As we want our Field Officers to be members of key affected populations – female sex workers, women engaged in sex work, men who have sex with men, mobile men with money and people living with HIV, we want to make sure that the process is simple and does not create barriers for our target populations. Further, we want to make sure that the positions are only made available to people from our target populations.

This process can not be done by sitting behind your desk! It requires that you get out into the field and get to know your environments as well as the people in each location.

Recruitment of Field Officers will be led by the local field team with support from HR and DP KAPP, in accordance with the following proposed steps:

Getting Interest:

1. Need for Field Officer identified through micro-mapping and strategic reflection processes.
2. ToR for each type of Field Officer drafted (see below) by PO in consultation with DP CB and HR.

3. Ideally, the Project Officer leads recruitment in locations identified through micro-mapping and strategy document. A separate recruitment process should be conducted for each type of Field Officer. This process might take two or three weeks and repeat visits to the same location on different days and different times of the day:
 - a. Conduct visits to strategic locations – get to know the environment and who the key people are
 - b. Establish contact with members of target population in that location
 - c. Introduce Tingim Laip
 - d. Explain that TL is looking to recruit Field Officers. Explain what it would mean to be a casual worker
 - e. Arrange an interview with at least 10 - 15 interested people who represent the target key affected population in the particular location.

Selection:

Part 4 – 7 should be able to be completed within one week. Where possible, the PO should be supported by RC, Field Manager or VST member for the week.

4. The interview is a very informal process and will be led, where possible, by the Project Officer. See Interview Appendix for further details on the interview itself. Results of the interviews should be entered into the Field Officer Recruitment Spreadsheet.
5. Shortlisting: The Project Officer and RC, Field Manager or VST member should sit together to review outcomes of the interviews. Discuss each candidate.
 - a. Is there anyone who should not be considered? Why?
 - b. Is there anyone who should be prioritised? Why?
 - c. Consider the criteria – who comes out strongest?
 - d. Pick the top five candidates. They will be invited to attend a group exercise.
6. Group exercise with shortlisted applicants. The purpose of this exercise is to select your top candidate for the Field Officer position. These participatory activities will give you the opportunity to observe applicants capacity to:
 - a. Work together – are they cooperative or overbearing
 - b. Follow instructions
 - c. Show respect to one another and other members of KAPS
 - d. Learn and participate
 - e. CommunicateSee Group Exercise appendix for further details on the group exercise itself.
7. Following the group exercise, the PO and RC, FM or VST member should discuss the session and assess the candidates. Use the Field Officer Recruitment Spreadsheet to score the candidates.

8. At the end of the discussion a preferred candidate is selected. The PO send the completed Field Officer Recruitment Spreadsheet, along with an email explaining the choice to HR and DP KAPS.
9. DP KAPS and HR will arrange for a phone discussion with the PO within five working days to discuss the selection and approve the choice.

Contract:

10. PO communicates with preferred candidate to let them know they have been selected. (Takes photograph for ID card and sends it to HRO with candidate's signature.)
11. HR Officer will put together the contract using the PNG LES Contract Template_Casual and ID Card send them to the Project Officer.
12. Project Officer explains the contract to candidate.
13. Contract signing and issuing of ID Card.
14. Project Officer assist the Field Officer as necessary with the completion of HR Forms and opening of a bank account.
15. Induction.

Appendix 1: ToRs

Through the micro-mapping a number of different roles for Field Officers have been identified. What a Field Officer does in Markham, might be different to what a Field Officer does in Lae. This section presents general selection criteria and roles that all Field Officers will be required to do, as well as specific selection and criteria for four possible roles that Field Officers will fill – these can be used as a starting point and adjusted as needed. As the project grows and develops we can add to these.

All Field Officers

Essential Criteria

- Member of key affected population targeted by Tingim Laip in that location (this is an absolute must – there is no flexibility on this point)
- Excellent communication skills – verbal, non-verbal, English, tokpisin, tokples
- Basic reading and writing skills preferred

Roles and Responsibilities

- Attend weekly meetings with Project Officer
- Attend and participate in location activity planning meetings
- Attend and participate in project meetings
- Participate in trainings provided by TL to improve knowledge and skills related to delivering HIV prevention and care interventions
- Complete M&E and Finance reports accurately and honestly
- Work closely with TL field staff and volunteers in the implementation of HIV prevention and care interventions
- With support from POs, maintain working relationships with selected stakeholders
- Respect all TL field staff, volunteers and stakeholders
- Role model the values of TL
- Maintain confidentiality of TL staff, volunteers and stakeholders at all times
- Be sober and not under the influence of any legal or illegal drugs (this includes alcohol) while on duty

Field Officer – Condom Distribution Point Monitor

Additional criteria

- Organised
- Intermediate math skills
- Interpersonal communication skills

Additional roles and responsibilities

- Support PO to establish condom distribution points
- Visit each condom distribution point at least once a week
 - Speak with vendor and discuss the progress of condom demonstration and distribution
 - Troubleshoot any problems that are reported
 - Motivate and encourage vendors
 - Collect M&E forms and review with vendor – troubleshoot any problems
 - Share information about progress and achievements
- Re-stock condom distribution points at least once a week
- Maintain relationships with local condom suppliers – Provincial AIDS Committee, Area Medical Store, PSI, etc.

Field Officer – Clinic Based Patient Advocate

Additional criteria

- Organised
- Welcoming and comforting
- Sensitive

Additional roles and responsibilities

- Based at clinic on designated days
- Greet volunteers and peers who have been referred for clinical services
- Help peers to navigate clinical services
 - Explain different steps and what might happen at each step
 - Support peer to get registered
 - Support peer to find correct clinic
 - Advise clinic staff of TL client
 - Collect referral cards
 - Sit with peer as needed
 - Answer questions as needed
- Collect M&E forms and referral cards and submit to TL office

Field Officer – MMM Outreach Worker

Additional criteria

- Outgoing
- Excellent communication skills
- Excellent networking skills

Additional roles and responsibilities

- Outreach to mobile men with money
- 'Peer' Education approach to deliver messages about HIV, SRH, STI, VCT
- Condom promotion, demonstration and distribution
- Referrals to clinical services
- Linkages to other support services

Field Officer – Hidden WES Outreach Worker

Additional criteria

- Outgoing
- Excellent communication skills
- Excellent networking skills

Additional roles and responsibilities

- Outreach to women engaged in sex work who might not identify as a sex worker
- Peer Education approach to deliver messages about HIV, SRH, STI, VCT
- Condom promotion, demonstration and distribution
- Referrals to clinical services
- Linkages to other support services

Appendix 2: Interviews

The interview should be a very simple and short meeting. To make the interviewee more comfortable it's a good idea to talk about the interview process, the format it takes, how long it will take and that it is really meant to be a conversation so that you get to know the candidate a bit better and you can both talk about the work Tingim Laip is doing and how the candidate's skills and experience could contribute to the project.

We have not asked for people to submit a CV or cover letter because many of our target populations may not have the skills or access to the resources to do this. Part of the interview will be to get some of the basic demographic information that would normally be provided in application documents.

Interview tips:

- Hold the interview in the TL office
- Make sure that the office is quiet and there will be no interruptions
- Make the person feel comfortable – offer them a glass of water, cup of tea, etc.
- Thank the person for coming into the office
- Explain that the meeting should only take about 30 minutes
- The meeting is an opportunity to get to know the candidate and for the candidate to get to know the project
- Explain that after the interviews 5 people will be selected to come to a second assessment exercise. TL will call each candidate to let them know if they have been selected or not.
- Explain that you will be taking notes during the meeting – it is not something to be concerned about and the information will not be shared outside of the project.
- Try to conduct the meeting in a way that gets the person to tell you their 'story'. They might not answer all of the questions, or answer questions in the order they are listed below – that's OK – you can jump from question to question. Getting people to tell their story in their own way and own language will help them to feel relaxed and you will get to know them better.

INTERVIEW FORM

Position being recruited:

Date of interview:

Part 1: Basic Information

Name:

Date of Birth:

Age:

Place of Birth:

Phone Number:

Address:

Education History:

Employment History:

Previous Affiliations:

Part 2: Questions:

- (i) Describe where you are from and the type of people you know/hang out with in your community

Rating (circle one):

Weak

Average

Strong

1

2

3

4

5

(ii) Can you tell us why you are interested in working with Tingim Laip?

Rating (circle one):

Weak

Average

Strong

1

2

3

4

5

(iii) What do you know about HIV?

Rating (circle one):

Weak

Average

Strong

1

2

3

4

5

(iv) Tingim Laip Volunteers conduct HIV & STI Prevention and Care activities at the Site with people who are most at risk of being infected and affected. Can you tell us about groups of people in your community who are at high risk of HIV transmission? Why are they at risk?

Rating (circle one):

Weak

Average

Strong

1

2

3

4

5

(v) What do you know about KAPs in your location?*(Probe for more responses if need be.)*

Rating (circle one):

Weak

Average

Strong

1

2

3

4

5

(vi) *(Give a brief overview of the Field Officer's role.)* What are the skills and knowledge you have that would help you support the Tingim Laip Project in this role?

Rating (circle one):

Weak

Average

Strong

1

2

3

4

5

(vii) Thank you for attending this interview today. Do you have any questions me about the project or how we work?

(viii) Ask if the candidate would be willing for us to contact someone s/he has been affiliated with for a bit more background information. *(Obtain name and contact number.)*

Overall Rating:

Appendix 3: Group Exercise

The group exercise is an opportunity for the Project Officer and RC, FM or VST member to observe the candidates further.

The purpose of this exercise is to select your top candidate for the Field Officer position.

These participatory activities will give you the opportunity to observe:

- a. How people work together – are they cooperative, overbearing
- b. How people follow instructions
- c. People's respect for one another and KAPS
- d. People's willingness to learn and participate
- e. How people communicate

Explain the purpose of the session to the candidates.

- The session should only take about an hour, or an hour and a half
- During the session, we will conduct a series of participatory exercises
- We would like you to participate in the exercises to the best of your ability
- Have fun!
- After the exercises the PO and RC, FM or VST member will select the candidate.

Exercises:

1. Glass Exercise
2. Power Walk
3. Others?

Group Exercise Observation Notes

a. How people work together – are they cooperative, overbearing

Notes:

Ability to work in a team rating (circle one):

WeakAverage

Strong

Name: 1 2 3 4 5

Name: 1 2 3 4 5

Name: 1 2 3 4 5

Name: 1 2 3 4 5

Name: 1 2 3 4 5

b. How people follow instructions

Notes:

Ability to follow instructions (circle one):

WeakAverage

Strong

Name: 1 2 3 4 5

Name: 1 2 3 4 5

Name: 1 2 3 4 5

Name: 1 2 3 4 5

Name: 1 2 3 4 5

c. People's respect for one another and KAPS

Notes:

Respectful behaviour rating (circle one):

WeakAverage

Strong

Name: 1 2 3 4 5

Name: 1 2 3 4 5

Name: 1 2 3 4 5

Name: 1 2 3 4 5

Name: 1 2 3 4 5

d. People's willingness to learn and participate

Notes:

Willingness to learn and participate rating (circle one):

WeakAverage

Strong

Name: 1 2 3 4 5

Name: 1 2 3 4 5

Name: 1 2 3 4 5

Name: 1 2 3 4 5

Name: 1 2 3 4 5

e. How people communicate

Notes:

Communication rating (circle one):

WeakAverage

Strong

Name: 1 2 3 4 5

Name: 1 2 3 4 5

Name: 1 2 3 4 5

Name: 1 2 3 4 5

Name: 1 2 3 4 5

Overall Ratings

Notes:

WeakAverage

Strong

Name: 1 2 3 4 5

Name: 1 2 3 4 5

Name: 1 2 3 4 5

Name: 1 2 3 4 5

Name: 1 2 3 4 5