

Job Title	Enumerator
Department	Surveys
Reports To	Field Supervisor
Objective	To ensure data is collected from households, individuals, and buildings within the designated work areas of a desired quality within a specific time frame.
Job Responsibilities	<ul style="list-style-type: none"> • Interview and collect data from respondents for different surveys and censuses. • Updating Ed maps and identifying Ed boundaries accordingly • Maintaining the safety and security of all field materials and equipment • Ensure completed questionnaires or interviews are verified and submitted in a timely manner to Field Supervisors. • Interviewing and interacting with respondents to get quality information. • Respond to queries and problems that the respondent may encounter and report to the supervisor. • Prepare and submit weekly progress reports on work status in the assigned area. • Participate in regular progress meetings; report all issues to the assigned Supervisor.
Job Specifications	<ul style="list-style-type: none"> • Must have five (5) CXC subjects including English and Mathematics (grades I to III) • Previous experience in a similar field would be an asset. • Excellent verbal and written communication skills. • Be a results-driven achiever, have the drive and perseverance to handle pressure well. • Be able to use initiative, critical thinking, and independent decision-making skills. • Integrity and confidentiality. • Must be proficient in Microsoft Office.