

# 2022 POPULATION AND HOUSING CENSUS

## ENUMERATOR

### TERMS OF REFERENCE

The **Internal Census Committee** (ICC), tasked with the coordination of activities for the 2020 round of censuses, has considered and determined the employment of **Enumerators**. The Enumerators will conduct the data collection for the 2022 Population and Housing Census throughout Guyana.

#### 1. OBJECTIVE

The task of the Enumerator is to administer the household and individual census questionnaires within designated area (Enumeration District).

#### 2. RESPONSIBILITIES

The Enumerator will be responsible for the collection of data on household, individuals and buildings within designated Enumeration District (ED) for the 2022 Population and Housing Census.

#### 3. DESCRIPTION OF DUTIES

The duties of the Enumerator will encompass the following:

##### a) Data collection and Security of Census Materials:

- i. Listing of all buildings and recording of the relevant information corresponding with each building in the visitation record for the assigned ED.
- ii. Sketching or updating of assigned ED map.
- iii. Conducting interviews for members of all households within the assigned ED.
- iv. Maintaining the safety and security of all census materials.

##### b) Reports:

- i. Participate in regular progress meetings; report all issues to the assigned Supervisor. In cases where the matter is not resolved by the Supervisor, consult the assigned Area Coordinator.

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- ii. Prepare and submit weekly progress reports on the status of work in the assigned area.

### 4. CHARACTERISTICS

- a. **Duration of Contract:** Eight (8) weeks
- b. **Place of Work:** Assigned to specific ED as well as travelling within the assigned ED.
- c. **Working condition:** Unusual working hours and exposure to adverse physical and weather conditions and may be required to live under unfavourable camp conditions.
- d. **Academic Qualifications:** A minimum of three (3) subjects at the CSEC examination inclusive of English and Mathematics.
- e. **Survey/Census Experience:** Satisfactory performance as an Enumerator in past censuses or surveys conducted by Bureau would be an added advantage.
- f. **Preferred Knowledge/Skill/Abilities:**
  - i. Ability to make routine decisions in relation to tasks to be performed while filling questionnaires, completing visitation record and updating ED map for the designated ED.
  - ii. Ability to communicate effectively with people of varied backgrounds
- g. **Reference:** Names and contact information of two referees are required.

### 5. REPORTING

The Enumerator reports to the assigned Field Supervisor.