

2022 POPULATION AND HOUSING CENSUS

AREA COORDINATOR (AC)

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 **Area Coordinators** (ACs). The ACs will assist with the coordination of the fieldwork for the 2022 Population and Housing Census throughout the ten (10) Administrative Regions of Guyana.

1. OBJECTIVE

The task of the Area Coordinator is to coordinate the fieldwork within a designated coordinating area and to facilitate and ensure the directives of the Census Office are conducted in accordance with Section 3 of the Statistics Act No. 14 of 1965 (Chapter 19:09) and Section 4 of the Bureau of Statistics Act No. 25 of 1991 (Chapter 19:11).

2. RESPONSIBILITIES

The Area Coordinator will be responsible for providing administrative support and managing and coordinating the execution of the overall fieldwork of the 2022 Population and Housing Census (PHC) in a designated coordinating area. This will include:

- i. Providing support for the execution of the 2022 PHC activities.
- ii. Training and supervision of Field Staff.
- iii. Timely distribution of census information, materials, and equipment.
- iv. Record keeping of material and equipment.

3. DESCRIPTION OF DUTIES

The duties of the Area Coordinator will encompass the following:

a) Training, Deployment and Supervision:

- i. Train and supervise Field Staff in technical field operations.
- ii. Submit to the Regional Census Coordinator (RCC) the list of deployed field staff by Supervisory Areas.

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- iii. Aid, where necessary, in organizing travelling arrangements for the execution of the fieldwork.

b) Resource Management:

- i. Assist with acquiring appropriate venues for the execution of census activities.
- ii. Aid with providing timely and adequate material (Completed questionnaires, Visitation records (where necessary), Census ID cards and updated ED maps of all the Eds) and equipment (Tablets, clipboards, etc) to Field Staff.
- iii. Review Supervisors' requests for financial, material, and human resources as well as provides justification to support request upon submission.
- iv. Monitor and ensure the efficient use of resources.
- v. Ensure all census material and equipment are submitted to the respective RCC on completion of the field operations.

c) Communication:

- i. Liaise with relevant personnel to ensure the technical and operational support for census communications at the coordinating level is accessible and adequate.
- ii. Ensure that there is an uninterrupted flow of census information and material.

d) Monitoring of Field Work & Staff Performance:

- i. Conduct re-interviews.
- ii. Review submitted work.

e) Reports:

- i. Participate in regular progress meetings; follow-up with the agreed plan of action and provide weekly updates on field activities.
- ii. Report all issues first to the assigned RCC. In cases where the matter is not resolved by the assigned RCC, consult the Deputy Census Officer (DCO).
- iii. Prepare and submit weekly reports to the assigned RCC. Reports should include Supervisors' and Enumerators' progress reports and findings from re-interviews.
- iv. Give a general overview of staff performance and provide any other requested information.

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4. CHARACTERISTICS

- a. **Duration of Contract:** Six (6) months
- b. **Place of Work:** Specified Coordinating Area, inclusive of travels within the area.
- c. **Academic Qualifications:** A minimum of a diploma from a recognized University or a Trained Teachers' Certificate in Education from the Cyril Potter College of Education.
- d. **Experience:** A minimum of three (3) years relevant experience in a Managerial role and having possession of a motor vehicle would be an added advantage.
- e. **Preferred Knowledge/Skill/Abilities:**
 - i. Knowledge and experience of census or survey type training and coordination.
 - ii. Team player with strong communication, interpersonal, and analytical skills
 - iii. Ability to meet stipulated deadlines, manage multiple interfaces and adapt to rapidly changing priorities.
 - iv. Proactive, with an ability to anticipate, identify and resolve potential issues
- f. **Reference:** Names and contact information of two referees are required.

5. REPORTING

The Area Coordinator works in close collaboration with and reports to the Regional Census Coordinator (RCC).