JOB DESCRIPTION

Job Title : Baseline Survey Field Enumerator
Reports To : Principal Investigator of Baseline Survey for the Danajon WATCH Project
Supervises : None
Time Frame : March 2014 – May 2014

A2D Project, an independent, non-profit development research organization in Cebu City seeks TEN (10) FIELD ENUMERATORS to provide research and organizational support to its research program.

The field enumerator is primarily responsible for collecting field data. They have direct contact with respondents and have a great bearing on the quality of data collected and ultimately on the quality of data output.

The duties and responsibilities of the field enumerator are as follows:

Pre-Enumeration duties:
• Attend enumerators’ training workshop
• Receive enumeration materials and equipment from the principal investigator
• Develop an enumeration schedule/itinerary

Enumeration duties:
• Locate (or select) sample members
• Conduct interviews with respondents
• Record responses as instructed
• Comply with the requirements necessary for conducting a successful interview

Post-Enumeration duties:
• Ensure that enumerator checking is complete
• Ensure that all questionnaires and equipment are accounted for
• Turn over all literature and materials used in the survey to the principal investigator
The successful candidate will have the following qualifications and skills:

- Highly organized individual, capable of handling multiple priorities, meeting deadlines, and managing time effectively
- Experience in utilizing technology tools and also possess the ability to master new technology tools, as required
- Familiarity with the use of an Android tablet
- Ability to work independently as well as an effective team player
- Willing to travel to Cebu, Leyte and Bohol
- Outstanding communications, writing, and research skills
- Confidence and can-do attitude; ability to advance projects with minimal supervision
- A commitment to the vision and mission of A2D Project and development work especially in the southern Philippines

Interested candidates may email their cover letter and CV to a2dproject@gmail.com. Please indicate "Baseline Survey Field Enumerator" in the subject line of all e-mail correspondences.