

Approved on
02/05/2018



VACANCY ANNOUNCEMENT

Terre des Hommes Foundation (Tdh) is an international NGO focussed on Child Rights. To support the development of its project in Juba, Tdh is encouraging applications from South Sudanese nationals for the role of:

Field Enumerator-Data collection

Duty station: Juba with frequent travel to the field locations within greater Equatoria/Lakes
Contract duration: five to Seven day's mission with several missions
Starting Date: ASAP

Reporting to: Tdh Supervisor

Posts: 7 positions

Job Summary

Under the direct supervision of Tdh Supervisor, the Field Enumerator will collect data in the field, with a direct contact with the respondents (Households or/and Key Informants), keeping up with Tdh procedures and standards.

Supervision

- Under the direct supervision of: Tdh Supervisor
- Supervision of: None

Duties and Responsibilities

- Attend enumerators' training
- Receive enumeration materials and equipment from the principal investigator and keep it in good condition
- Collect data in the field with the developed templates and assets (some data may be collected with Mobile data collection tool: smartphone)
- Record responses as instructed
- Conduct interviews and focus group discussions (FGDs) in the communities as per explained by the supervisor
- Promote the participation of communities during the survey
- Make sure the respondents are fully aware of the purpose of the survey and what is Tdh
- Ensure that all questionnaires and equipment are accounted for and are properly handled to avoid deterioration
- Turn over all literature and materials used in the survey to the principal investigator
- Represent Tdh and be able to explain briefly the Tdh activities in South Sudan if someone asks
- Ensure a good communication with the communities leaders and community members: this is only an assessment and not a registration for a project
- Respect the Tdh policy (Child protection, confidentiality of data collected among the communities) as well as Tdh rules (working hours..).
- Pass on any information or problems to his/her direct and/or indirect supervisor concerning his/her task, or safety aspects

REQUIRED SKILLS



- **Language skills:**Fluent in English and in some local languages spoken in Greater Equatoria and/or Lakes
- **Education degree:** Essential literacy
- **Work/personal requirements**
 - Experience in utilizing technology tools and also possess the ability to master newtechnology tools, as required
 - Experience in conducting focus group discussions is an asset
 - Highly organized individual and managing time effectively
 - Familiarity with the use ofKobo ODK is a strong asset
 - Ability to work independently as well as an effective team player
 - Outstanding communications, writing, and research skills
 - Confidence and can-do attitude; ability to advance projects with minimal supervision

TO APPLY

Application modalities:

Qualified and interested candidates should submit their updated CVS,Academic Certificates and a covering letter to: **Terre des Hommes, Hai cinema, plot 43 block AXI, 2nd class, Juba, South Sudan, or be emailed to: recruits.tdhss.juba@gmail.com**

**Clearly with the title indicated, "Field Enumerator-Data Collection".
Closing date is May 15th, 2018.**

Only shortlisted candidates will be contacted for a written test.

Note: "Due to the urgency to fill up the position, the recruitment process will start before the deadline for submitting applications and may be finalised as soon as the required number of suitable candidates are identified."

Tdh's recruitment and selection procedures reflect our commitment to protect children's rights, which includes the prevention of all forms of child abuse. Tdh is an equal opportunity employer.

Submitted documentation will remain Tdh properties (do not submit originals).