

TERMS OF REFERENCE

Position:	Enumerators (4)
Locations:	Based in Juba with travels to other locations (possibly Greater Yei, Greater Bentiu and Malakal, and others)
Length of contract:	3 months with possibility of extension
Application start:	15 August 2024
Application end:	03 September 2024

OVERVIEW OF CTG GLOBAL

CTG support and manage humanitarian projects in fragile and conflict-affected countries around the world. With past performance in 15 countries – from the Middle East, Africa, Europe, Asia and Central and South America – we offer a holistic fabric of project management, implementation, and support. Skilled in emergency response to crises such as the Ebola outbreak in West Africa, we can act quickly (crisis response teams can be on the ground in 24 hours) and to establish structured operations in high-risk environments. CTG recruit and manage qualified, skilled teams with extensive experience operating in challenging conditions.

OVERVIEW OF THE POSITION

CTG is seeking four enumerators to support the monitoring and evaluation (M&E) and research work conducted by the International Organization for Migration (IOM) South Sudan in Greater Yei (including Yei, Morobo, Lainya, and Kajo-Keji counties), Greater Bentiu, and Greater Malakal (and possibly in other locations). The successful candidates will assist in both qualitative and quantitative data collection for the monitoring activities of various programmes implemented by the Transition and Recovery Unit of IOM South Sudan and other broader research activities conducted by the Displacement Tracking Matrix Unit.

The enumerators will work under the direct supervision of IOM's Programme Officer (Transition and Recovery).

GENERAL FUNCTIONS

- **Planning and Organizing Data Collection**

The enumerators will be responsible for planning and organizing data collection activities. This includes providing training on data collection activities, preparing handsets and ensuring their functionality, arrange logistics for the selected data collection methods (e.g., household visits, group interviews, phone surveys, focus group discussions).

- **Traveling to Different Locations**

The enumerators will be required to travel to various locations depending on programme needs.

- **Conducting Data Collection**

Enumerators are expected to be proficient in various data collection methods, including quantitative and qualitative surveys, structured interviews, and observations. They will be required to deploy to designated field locations and utilize data collection tools developed by IOM's Transition and Recovery and the Displacement Tracking Matrix teams effectively.

- **Ensuring Data Quality**

Enumerators must ensure that the data collected is accurate and complete. They will be responsible for verifying the data for any errors or inconsistencies on the tablet before submitting it to the Kobo Collect platform (server).

- **Keeping Accurate Records**

Enumerators must maintain accurate records of the data collected and the individuals interviewed or surveyed. They are also expected to take additional notes and report any observations, including respondents' complaints, to the supervisor or project staff.

- **Maintaining Confidentiality**

Enumerators are required to maintain the confidentiality of the respondents and must adhere to IOM's data protection policies.

ESSENTIAL EXPERIENCE

Education:

- A secondary school certificate with credits in English and Mathematics is required; an advanced secondary school certificate is an added advantage.
- Training in data collection is desirable, as well as understanding of various qualitative research methodologies
- Proficiency in computer applications, supported by a certificate in computer applications, is mandatory.
- Experience and training in data collection using cloud-based technologies such as Kobo Collect, Open Data Kit (ODK), SurveyCTO, or Mobenzi Researcher is mandatory.

Work experience:

- The applicant should have at least 3 years of experience in data collection with international humanitarian and/or development organizations or reputable research and M&E consulting firms.
- Experience in collecting data using cloud-based technologies such as Kobo Collect, Open Data Kit (ODK), SurveyCTO, or Mobenzi Researcher is required.
- Experience in collecting M&E data from multisector project activities in hard-to-reach areas is essential.
- Excellent interpersonal, cross-cultural, and diplomatic skills, with the ability to work collaboratively with a diverse team.

Geographical experience:

- Central Equatoria State, Unity State and Upper Nile State.

Languages:

- Fluency in English and Arabic is essential, both written and verbally. Knowledge of the local languages in the target locations is desirable.

Key competencies:

- Ability to fluently speak and write in English.
- Ability to effectively mobilize communities and individuals for data collection and surveys.
- Excellent interviewing and probing skills in data collection.
- Strong interpersonal and communication skills, active listening abilities, and the capacity to build a good relationship with respondents.
- Facilitating focus groups, moderating discussions, managing group dynamics.
- Ability to use Kobo collect for data collection.

Good computer skills:



Excellent knowledge of computer applications.

The successful candidate is expected to demonstrate the following values and competencies:

Values

- Inclusion and respect for diversity and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintain high ethical standards and acts in a manner consistent with IOM rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent, and committed manner and exercises careful judgment in meeting day-to-day challenges.

Other relevant information:

- **Qualified female candidates are encouraged to apply for this role.**
- **Candidates must be South Sudanese nationals.**

In order to apply for this role please send your CV and Cover letter most preferably by email to the address: southsudan@ctg.org

Please make sure **the subject of your email states "DM&RA Application"**, or your application might be overlooked. In Juba.

IMPORTANT REQUEST

- Please note to name your CV by name e.g., "Mary Deo- CV" or "CV- John Smith"
- Kindly avoid naming CV as CV, Updated CV, by Job tittle or organization name
- For hard copy deliveries kindly include position applied for on the envelope.

