

Approved by  
Minister of Labour  
24 MAY 2024  
24/05/2024



Position	CASUAL ENUMERATOR	Publication Date	24/05/2024
Reference of the offer	Full time	Ending Date	12/06/2024
Location	Juba	Starting Date	ASAP
Duration	1 Month	Extension	Subject to performance & funding
Number of vacancy	POOL	Type of contract	Casual contract

**About Acted**

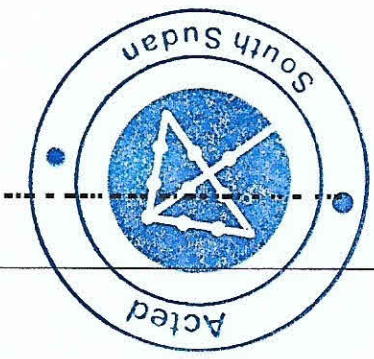
Since 1993, as an international non-governmental organization, Acted has been committed to immediate humanitarian relief to support those in urgent need and protect people's dignity, while co-creating longer-term opportunities for sustainable growth and fulfilling people's potential. Acted endeavors to respond to humanitarian crisis and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential. We go the last mile: Acted mission is to save lives and support people in meeting their needs in hard-to-reach areas. With a team of 4,800 national staff, and 450 international staff, Acted is active in 38 countries and implements more than 505 projects a year reaching over 20 million beneficiaries. More on [www.Acted.org](http://www.Acted.org).

**About REACH**  
REACH was born in 2010 as a joint initiative of two INGOs (IMPACT Initiatives and ACTED) and the United Nations Institute for Training and Research (UNITAR) Operational Satellite Applications Programme (UNOSAT). REACH's purpose is to promote and facilitate the development of information products that enhance the humanitarian community's decision-making and planning capacity for emergency, reconstruction, and development contexts, supporting and working within the framework of the humanitarian reform process. REACH facilitates information management for aid actors through three complementary services:  
(a) need and situation assessments facilitated by REACH teams.  
(b) situation analysis using satellite imagery.  
(c) provision of related database and (web)-mapping facilities and expertise.

In South Sudan, Acted has intervened since 2007 in the following areas: Greater Bahr El Ghazal, Greater Upper Nile, and Greater Equatoria regions on the following issues: Food security & Livelihoods, WASH, CCM, Shelter/NFI, Infrastructure, DRR, and Climate Change.

**Context of the position and key challenges**

**Job Purpose**  
The REACH Enumerator is responsible for supporting and implementing HSM Area of Knowledge (AoK) data collection in various counties of Central Equatoria, Eastern Equatoria and Jonglei states remotely through phone calls in Juba call center, taking care of the equipment and supporting information flow between REACH Field officers and other data collectors. The enumerator should possess **fluent local dialect** of the following locations with Arabic as an additional advantage.  
- Juba  
- Yei  
- Morobo  
- Kajo Keji  
- Lanya  
- Torit  
- Lafon





- Magwi
- Ikotos
- Pibor
- Pochalla

**Key roles and responsibilities**

**FUNCTIONS**

The REACH Enumerator is responsible for completing the following tasks:

- Gather data for REACH, as directed by the REACH Field Officer, and Assessment Officer through phone calls.
- Select respondents/participants for the survey/discussion in the manner described by the REACH Field officer/Assessment Officer.
- Collect true and accurate information.
- Time punctual, work start at 7:30 Am – 4:30 pm with one hour lunch break.
- Look after any equipment given and return it to the REACH Field Assistant/Officer undamaged at the end of each working day.
- Refrain from falsifying data.
- Refrain from keeping KI contact on their personal notebook or phone.
- Always be polite and considerate to REACH staff, and survey respondents.
- Report to the Field Officer/Assistant or Assessment Officer daily, and follow all instructions given by the Field officer and Assessment Officers.
- Should support the mobilization of FGD participants.
- Any other duties as required to support the running of REACH activities.

**Accountability to Communities and Beneficiaries**

The staff member is responsible for ensuring that all relations with the communities we work in are respectful and consultative. Due attention must be paid to ensuring that communities are adequately consulted and informed about ACTED program objectives, activities, beneficiary selection.

criteria, and methodologies. This is the responsibility of every REACH/ACTED staff member.

**Required qualifications and skills expertise**

**Qualifications/Skills Required**

- South Sudanese national above the age of 18
- Completion of secondary education with additional certified training in data collection. Diploma in M&E is an added advantage.
- Good knowledge of data collected using ODK.
- Good knowledge of Qualitative data collection.
- Good communication and interpersonal skills
- Knowledge of the local language spoken in the area selected for the remote data collection and basic Arabic is an added advantage.
- At least 1 year experience in data collection especially SMART survey, FSMS, MSNA etc are preferable.

**KEY PERFORMANCE INDICATORS**



- Surveys or FGDs per day will be determined by the supervisor.
- Quality of the data collected.
- A minimum of five surveys per day for enumerators conducting interviews through phone calls

**How to apply**

Applications Should be addressed to Admin-HR Manager, Acted, Juba-South Sudan and submitted in **English and hand delivered** to in sealed envelopes to the Acted Office in Juba located at plot No 137, block No AXII, Hai Malakal Or by email to [juba.recruitment@acted.org](mailto:juba.recruitment@acted.org) cc: [kur.mathaniel@reach-initiative.org](mailto:kur.mathaniel@reach-initiative.org)

The deadline for this advert is tied to 12th June 2024 by 4:00 pm..

Please, label on the envelope (for hand delivered applications) or in the subject (for email applications) the name of the location/county of your choice (Select only from the counties listed above).

Note: Select only one county and attach a CV with 3 referees, Cover letter, copies of qualification documents and Nationality card.



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