



Service Provider – Enumerators (Daily data collectors) in Sinjar and Sinune

Type of contract	Short-Term Service Provider Contract
Working Hours	Eight hours per day, working hours 9:00 am - 5:00 pm) – the payment will be made for actual workdays.
Requirements	<p>Qualifications, skills, and competencies:</p> <ul style="list-style-type: none"> ▪ University degree or diploma in a relevant field (this could include social sciences, business administration, and others) ▪ Some work or volunteer experience, including data collection and conducting interviews in supporting community development and mobilization. ▪ Working knowledge of Arabic, Kurdish and Basic English. ▪ Previous experience working with the community. ▪ Previous experience in distribution, data collection, and monitoring events. ▪ Computer literacy, such as Microsoft Office, to be able to work on smartphone-based data collection applications. ▪ Good communication skills and experience in participatory methodology. Willing to accomplish each day’s work as advised by their supervisor.
Dak Focal Point	<ul style="list-style-type: none"> ▪ MEAL Officer
Enumerator Responsibilities	<p>Job Summary:</p> <p>Under the direct supervision of the MEAL Officer, the enumerators (data collectors) are primarily responsible for 1) collecting data using tablets supported by the Kobo toolbox for the assigned surveys. 2) responsible for supporting the Monitoring, Evaluation, Accountability, and Learning activities of various Dak projects, including monthly project data entry (if required), and 3) supporting the Dak hotline's operation, documenting feedback, and supporting the Accountability focal point in managing feedback.</p> <p>Responsibilities and tasks of Enumerators</p> <p>Monitoring & Evaluation:</p> <ul style="list-style-type: none"> ▪ Support project monitoring and data collection activities as survey enumerators and/or interviewers. ▪ Support the project team with data entry/encoding. ▪ Provide administrative support such as but not limited to document management, printing, and photocopying. ▪ Support beneficiary registration and verification process ▪ Conduct data collection using appropriate data collection tools provided by Dak ▪ Attend relevant trainings such as data collection tools, PSEA, and gender equality policies. ▪ Conduct interviews (household survey) through either face-to-face interviews or phone calls, reaching a selected member of households within the assigned areas following guidelines provided by Dak.



	<ul style="list-style-type: none"> ▪ Document all findings in the appropriate data collection tools provided. ▪ Compiling and sorting the completed data collection tools as directed by the supervisor. ▪ Ensure collected data is accurately recorded. ▪ Capture data using digital data entry technology/devices provided. ▪ Identify and report any challenges that could affect the data quality. ▪ Take responsibility for data collection equipment provided by Dak that you may be entrusted with. <p>Accountability:</p> <ul style="list-style-type: none"> ▪ Record and document feedback received through Dak. ▪ Follow confidentiality and security procedures to ensure respondent privacy is protected. ▪ Ensure that all questionnaires and equipment are accounted for. ▪ Turn over all literature and materials used in the survey to the MEAL Team. <p>Reporting</p> <ul style="list-style-type: none"> ▪ Report to their supervisor before and after each day's work for further direction. ▪ Hand in all the completed household survey data through tablets for the day to their supervisor. <p>Daily report the number of surveys collected and any unusual situations to the team leader.</p>
<p>Tools and Safety Equipment</p>	<ul style="list-style-type: none"> ▪ Dak will provide tools (tablets) for data entry, and enumerators will be responsible for actual data collection using the tablets during the working days. These tools must be returned at the end of the contract.
<p>How to apply</p>	<ul style="list-style-type: none"> ▪ All applications should be supplied with a PDF CV, detailing a brief description of why the applicant's qualifications and previous work history are suitable for the position. ▪ The CV should be submitted to the HR department at Dak Organization via the job@dakngo.org email and write the name of the position (Enumerators) in the subject line of the email. Applications with no subject will not be considered. The closing date for applications for the above vacancy is (30-Oct-2022).