

JOB TITLE:	Enumerator		
DEPARTMENT	Economic Research & Knowledge Management Directorate	SUPERVISES	None
NATURE OF CONTRACT	Short Term Temporary Contract	LOCATION	Head Office
SUBJECT			
JOB SUMMARY/PURPOSE	The Enumerator will support the Economic Research & Knowledge Management Directorate in Data Collection, Validation and Reporting.		
ACCOUNTABILITY STATEMENT	The enumerator will play a vital role in advancing UDBL's research agenda by collecting and validating micro, meso, and macro data. This data will be used to generate valuable insights based on evidence, enabling informed decision-making, effective risk management, and the formulation of policies for socio-economic development and delivery of UDBL's High Impact Goals (HIGs).		
PRINCIPLE DUTIES & RESPONSIBILITIES	<ul style="list-style-type: none"> • Collecting micro, meso, and macro data based on study objectives and provided guidelines. • Handling and safely storing data collection tablets/tools. • Adhering to field procedures and maintaining high standards of data quality during collection. • Participating in training sessions to understand study objectives, questionnaire content, and the application of data reporting tools. • Following ethical guidelines for data protection and confidentiality. • Daily checking of collected data, identifying, and rectifying any errors or inconsistencies. • Providing regular updates and progress reports to their supervisor. • Adhering to the UDB staff code of conduct to safeguard the Bank's image and reputation during the data collection and validation exercise. • Performing any other related tasks assigned by the team leader/supervisor from time to time. 		
LEVEL OF AUTHORITY	<ul style="list-style-type: none"> • Contact customers on related official requirements. • Contact and liaise with internal stakeholders on all matters pertaining to data collection & reporting from assigned portfolio. • Prompt and accurate reporting. 		
RELATIONSHIPS	<p>Internally: All UDBL Staff</p> <p>Externally: Customers</p>		
QUALIFICATIONS	<ul style="list-style-type: none"> • Minimum of a bachelor's degree in economics or any business related course, Information and Communication Technology (ICT), social sciences, education, statistics, or any other related field of study. 		

SUBJECT	
EXPERIENCE	<ul style="list-style-type: none"> • Minimum of 3 years' experience in collection of Micro, Macro, and Meso data from households, firms, or related sources data with a reputable institution. • Previous experience working for key institutions involved in data collection and validation. • Proficiency in quantitative and qualitative survey methods. • Experience in using CAPI tools and the different data collection software.
COMPETENCIES	<ul style="list-style-type: none"> • Strong organizational and time-management skills. • Excellent communication and interpersonal abilities. • Fluency in written and spoken English. • Fluency in commonly spoken local languages is an added advantage. • Attention to detail and a commitment to producing high-quality work. • Ability to work independently as well as part of a team. • Adherence to ethical standards and confidentiality guidelines. • Self-driven, result orient and ability to work under minimum supervision.