**SAMOA BUREAU OF STATISTICS**

**JOB DESCRIPTION**

Position Title: Temporary Survey Enumerators – Samoa Agriculture Survey (30 enumerators)

Division: Economic Statistics Division

Salary Grade: $35.00/ day

Position Code: BS001112

Supervisor Code: BS001002

Location: Level 1, FMFMII, Matagialalua

Duration of Employment: 3.5 Months (May- September 2025)

**Overview of Ministry**

The Samoa Bureau of Statistics is the leader in providing relevant, quality statistics for the benefit of Samoa. This will be achieved through its mission, which is to help users make informed decisions and track progress by providing relevant, quality statistical information and services from a statistical system developed through effective partnerships.

**Purpose of Position**

The Part-time Enumerators for the Samoa Agriculture Survey, are responsible for collecting data through face-to-face interviews under the overall supervision of the SAS Project Manager.

**Key Relationships**

Responsible to: Field work supervisor and Survey Manager

Responsible for: Nil

Functional relationships:

Internal: Economic Statistics Division

External: Households

**Key Duties and Responsibilities**

**Conducting field Interviews**

* + - * Conduct face to face interviews of selected households using Computer Assisted Personal Interview (CAPI) mode.
      * Explain the objectives of the survey and their procedures to people who are to be interviewed.
      * Interpret interview questions to assist people in understanding them and providing eloquent answers.
      * Record respondents’ answers/responses using the prepared application on tablets.
      * Explain items on the survey to households/household members.
      * Double-check information provided to ensure the accuracy of information.
      * Identify and report any issues that may arise while attempting to obtain valid data.
      * Conduct call-backs for households/respondents who were not available for an interview during the first or second call/visit.
* Ensure that the supervisor is kept informed of any issues on the field.
* Preparing debriefing notes for field supervisors on any field problems/issues or observations.
* Participate actively in all enumerators' training before and during the survey.

**Field work period**

* To participate in a 2-week training, excluding a week of pilot-testing the questionnaire in a selected village.
* To spend at least 3.5 months in the field to carry out the enumeration and any duties related to the SAS.
* Available to work full-time 6 days for 3.5 months during surveys.

Job Competencies / Selection Criteria

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| Merit Factors | Job Competency | Descriptor |
| Skills and Abilities | 1. Communication Skills | * Must be able to conduct interviews in both Samoan and English. * Must be able to write clearly in both English and Samoan. * Ability to communicate, convey, record, and transcribe survey messages clearly to make sure everyone is on the same page and to answer any questions from the respondents. * Always ready to answer any questions or queries from supervisors or team leaders. |
|  | 1. Computing Skills | * Be able to use and access computer applications on a computer or tablet. * Must be computer proficient. * Must be able to enter data using any device. |
|  | 1. Problem skills | * Able to solve issues/ challenges that may be encountered while collecting data. |
|  | 1. Organization | * Needs to be organized to ensure duties are completed on time. * Should be able to prioritize tasks and keep track of the addresses visited and the information already collected. |
|  | 1. Attention to detail | * Be able to notice small changes in the information collected to ensure you’re getting the most accurate information possible. |
|  | 1. Independence | * Ability to work efficiently with minimal or without supervision. |
| Personal Attributes | 1. Commitment | * Shows ability to work in a team and share knowledge and accepts responsibilities. * Must be a self-motivated and highly organized individual. * Must be willing and able to work full-time for the whole duration of the fieldwork and also stay overnight in the field for almost a year. * Must be willing to work overtime if needed. |
|  | 1. Integrity | * Work and act in a professional manner in carrying out duties and responsibilities at all times. * Adhere to PSC values of honesty, impartiality, service, respect, transparency, accountability, efficiency, and effectiveness at all times. * Must be a trustworthy individual. |
| Experience & Past Work Performance | Experience in conducting research or surveys with the public in Samoan and English | * Have good knowledge of any application using computer or tablet. * Past experience in survey enumeration or similar experience. |
| Qualification (s) | Completion of Secondary education is required with a Grade 4 or better in PSSC English and Samoan | English and Samoan or related fields. |