 **SAMOA BUREAU OF STATISTICS**

**JOB DESCRIPTION**

PositionTitle: Enumerators – DHS-MICS 2025 (63 part timers)

Division: Census, Survey & Demography Division

Salary Grade: $35.00/ day

Position Code: BS001105

Supervisor Code: BS001003

Location: DBS Building , Level 5

Duration of Employment: 54days (13 weeks).

**Overview of Ministry**

The Samoa Bureau of Statistics operates 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 DHS-MICS Enumerators will play a key role in the fieldwork interviews under the overall supervision of the DHS-MICS 2024 Supervisors.

**Key Relationships**

Responsible to: Survey Manager

Responsible for: Nil

Functional relationships:

Internal: Staff

External: Households

**Key Duties**

**Field Interviews**

* Visiting selected household families,
* Enter data on tablet
* Revisit to assist uncompleted questions

**Fieldwork Surveyors**

* To carry out field interviews with allocated DHS-MICS 2024
* Enumerators will be required to carefully follow instructions relating to the selection of respondents and recording of responses.
* Available to work full-time 5-6 days of the week during survey.
* Strong technology skills as enumerators will use tablets to enter respondents responses.

**Fieldwork Period**

* To spend up to 3 months away from home for fieldwork interviews
* To carry out any other duties for completion of the DHS-MICS 2024.
* Comfortable travelling /walking alone during enumeration period.

**Job Competencies/ Specifications**

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| **Merit Factors** | **Job Competency** | **Descriptor** |
| Skills & Abilities | 1. Communication/ Presentation Skills 2. Basic Computing Skills 3. Knowledge and Understanding | * Must be able to write and converse in both Samoan and English * Seek assistance/advice from team leaders and supervisor on any issues. * Ability to communicate and convey survey messages and always ready to answer any questions or queries from respondents or team leaders and supervisors. * Must have good skills in using any application on computer, tablet or ipad. * Have relevant knowledge of reproductive health issues, family planning, pregnancy, child care, diseases and other health and social related issues. |
| Personal Attributes | 1. Commitment 2. Integrity 3. Creativity 4. Reliability | * Shows ability to work in team and sharing knowledge and accepts responsibilities. * Must be a self-motivated and highly organized individual. * Must be willing and able to work fulltime and overtime in the duration of the fieldwork and also stay overnight in the field for up to 3 months. * 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. * Be responsible for own development during work. * Seeks feedback from respective supervisor, both negative and positive, for own performance. * Punctual, honest and adheres to confidentiality of the information. * Be dependent upon to work unsupervised at all times. |
| 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, tablet or Ipad. * Past experience desirable but not required. |
| Qualification (s) | A pass in English and Samoan in PSSC/SSLC– Grade 5 or better | * English and Samoan or related field. |