

Employer: Village Enterprise

Industry: Nonprofit/International Development/Social Entrepreneurship

Function: Support field-level Participant Tracking, Monitoring, Evaluation and Research, assist in all phases of M&E Program

Job Title: Senior Enumerator

Job Location: Gulu (or other area of operation within Uganda as determined in conjunction with MEL Coordinator and MEL Manager)

Contract: Full time, 1 year with opportunity to extend

Reports to: Monitoring, Evaluation and Learning Coordinator

Job Description:

Village Enterprise is seeking a candidate who will manage enumerators in region to successfully carry out data collection in support of implementation, monitoring, evaluation, adaptation and/or expansion of Village Enterprise programming. Candidate will support additional MEL and operations efforts as needed. This is a split, field/office position, requiring ~60% time in the field and ~40% time in the office. A minimum time commitment of one year is required.

Detailed Roles and Responsibilities:

Directly Manage Enumerator Data Collection: 60%

- Supervise enumerators in the field and provide feedback to the MEL coordinator
- Train enumerators on best practices for data collection, android-based data collection, data collection software, and data collection assignments
- Create enumerator data collection assignments and planned expenses
- Monitor data collection progress, tracking progress at both the enumerator and data-collection activity level
- Collect feedback from enumerators on behalf of the MEL team
- Conduct data quality assessments as assigned by supervisor
- Directly collect data if needed

Reporting and Communication: 25%

- Submit field activity schedule to supervisor for approval
- Submit weekly enumerator feedback report to supervisor detailing any feedback collected from enumerators during the week
- Submit regular field activity reports to supervisor, including findings from time spent supervising enumerators (i.e., enumerator audits), any inventory needs of enumerators (e.g., rain jackets, helmets, etc.) and other relevant details
- Submit data quality review reports to supervisor if/when tasked with data quality review
- Host weekly meeting with enumerators
- Participate in weekly meeting with direct supervisor
- Participate in quarterly meeting with F&A where the travel stipend tracker is reviewed and updated if needed
- Periodically participate in MEL Team Meetings as requested
- Periodically participate in field staff meetings as requested
- Participate in additional meetings and functions as requested

Support for MEL Team and Operations: 15%

- Support MEL team trainings for non-enumerator staff
- Assist with data entry including core program data, special research and report data, and attendance data
- Assist with the collection of field-level monitoring data as well as other data collection as and when required
- Support field usage of TaroWorks on android devices, including installing or re-installing the application on phones and troubleshooting issues as needed
- Other MEL tasks as assigned
- Provide support to management team as requested
- Other operations tasks as assigned

Qualifications:

1. Have at least one-year experience in household-level data collection
2. Possess necessary critical thinking and technical knowledge and skills, including
 - Proficiency in Microsoft Excel and Microsoft Word
 - Proficiency with Google Documents, Gmail, and Android applications
 - Understand the elements of data quality: consistent, complete, accurate, timely, verifiable, valid
 - Critical thinker: able to plan dynamic, budget-optimizing enumerator assignments taking into account data collection needs across program cycles, geography, and language skills of enumerators
3. Demonstrate ability to supervise data collection and teams of field workers
4. Possess Training and Communication Skills
 - Demonstrate ability to communicate key concepts to people with less than Level / Standard 5 education
 - Ability to orally communicate issues, problems, and key information
 - Ability to write clear, concise memos highlighting issues, problems, and key information
 - Experience working as part of a diverse team with the ability to work via email, phone, Skype, and other virtual communications
5. Work independently and as part of a team
 - Ability to work effectively in a highly independent capacity – self-managing, taking ownership of goals, and developing work plans

Interested and qualified candidates who meet the set criteria are invited to send their Cover Letter and CV (Maximum 3 pages) including 3 referees, salary history and expectation to : ugandajobs@villageenterprise.org addressed to: The Human Resource Coordinator

Subject Line: 'Senior Enumerator'

Applications should be received not later than **Monday, 29th January 2019**.

Note: As this position is based in Gulu, preference will be given to candidates living in Gulu or its environs. This being an urgent recruitment, shortlisting will be done on a rolling basis.