

**Join Our Team**

**ENUMERATOR/ RESEARCH ASSISTANT/ DATA ENTRY CLERK**

**Background**

Self Help Africa (SHA - formerly United Purpose) Malawi is an international non-governmental organisation working to create opportunities for lasting improvement in peoples’ lives. We work in partnership with others to support a range of livelihoods and food security, WASH and health, sustainable energy and gender equality programmes reaching over 1,000,000 people a year across Malawi. Globally, we work in nine countries across Africa, Asia and South America, however our Malawi programme is by far and away our largest and most established country programme. SHA currently operates in 17 districts in Malawi, supporting 24 on-going projects. This is an exciting time to join us as we seek to tackle the global challenges in progressive and innovative ways.

**Job purpose**

Reporting to the Project Managers and working closely with Program Managers, the Enumerators/Research Assistants/Data Entry Clerks (henceforth referred to as “job holder”) will be involved in conducting research studies/ surveys as a way of building evidence and understanding the impact of our work. With the foregoing, the organization would like to engage the services of well qualified and experienced individuals to perform this role for various WASH, Clean Energy, Agriculture and Food Systems projects across the country for 2024. The intent is to identify a list of suitable candidates who would be called upon and paid on a daily basis when their services are required.

1. **DUTIES AND RESPONSIBILITIES**

Duties and responsibilities will vary depending on the assignment/project needs, as will the exact tools and methods you will be asked to implement under the framework contract. Your responsibilities will vary, but are likely to include, but are not limited to:

1. **Data Collection**
* Data collection using a household questionnaire using KoboCollect mobile application or similar data collection tools.
* Downloading new forms and submitting completed ones onto the tablets using KoboCollect.
* Data collection using Focus Group Discussions (FGDs), and any other Participatory Rural Assessment (PRA) tools as provided and requested by the supervisors.
* Preparation of FGD summaries ns.
* Ensure data is correctly filled in the questionnaire and all other tools used.
* Ensure completed/filled data collection tools are complete and submitted to the supervisor as per field guidelines.
* Preparation and submission of field reports to supervisors
* Conduct sensitisation and mobilisation of survey participants.
* Performing any other duties assigned by the research supervisors.
1. **Data Entry**
* In consultation with the project, prepare tools for data entry in the appropriate software in consultation with the program/ project’s teams.
* Conduct data verification focusing on completeness and accuracy from the data collection tools/ forms.
* Perform data entry using a prescribed data entry tool.
* Perform preliminary data cleaning by flagging outliers to the supervisor.
* In case of qualitative data, transcribe data from the FGD notes and interview recordings.
* Complete data entry in line with the expected duration required for each task.
1. **QUALIFICATIONS**
2. Minimum of bachelor’s degree in Agricultural Sciences, Natural Resources Management, Environmental Sciences, Public Health, Environmental Health, Water Resources Managament, Business Administration, Communication Studies, Community Development Studies, ICT/ MIS/ Data Management related fields, Social Sciences/ Research related fields or any other qualification relevant to Self Help Africa work. Those with relevant Diplomas and desirable experience shall be considered.
3. Proven experience in data collection using surveys and other research methodologies.
4. Proven experience in data collection using qualitative and quantitative tools i.e., FGDs, KIIs, and structured questionnaires.
5. Previous experience working with SHA will have an added advantage.
6. Experience using mobile technologies or online data collection applications such as KoBo Collect.
7. Experience in data entry using Excel, Access Database, SPSS, STATA, EPI-Infor etc.
8. Must be willing to travel and conduct research in the hard-to-reach areas.
9. Experience carrying out surveys for carbon finance projects will be an added advantage

**How to apply**

Qualified and interested candidates who meet the stated requirements must submit a completed Application Form, downloadable on <https://gsha.box.com/v/applicationform>. The completed application form should be uploaded together with the **Cover letter, Curriculum Vitae and Copies Certificates** saved in your name to <https://selfhelpafrica.org/ie/careers-apply/?jbcd=500QD000009AP4z%20-%20ENUMERATOR/%20RESEARCH%20ASSISTANT/%20DATA%20ENTRY%20CLERK%20(53474>

No hard copies / physical applications will be accepted. **Please note zipped Folder will not be accessed.**

**Closing date for the receipt of completed application forms is 12:00 Midnight of 21 February 2024.** Only short-listed candidates will be contacted.

For more information about the organisation, please visit our website at [www.selfhelpafrica.net](http://www.selfhelpafrica.net/).

**SHA is an equal opportunity employer.**