

## **JOB TITLE: Census Enumerator**

**PURPOSE OF ROLE:** The Central Statistics Office (CSO), Government of the Virgin Islands, seeks Enumerators to execute the data collection component of the 2020/2023 Virgin Islands Population and Housing Census. The Enumerator will be responsible for collecting data directly from respondents (households) and as such will have a direct impact on the quality of data collected.

### **MINIMUM QUALIFICATIONS & EXPERIENCE**

- High School Diploma or equivalent;
- At least two (2) years working experience;

### **WORKING CONDITIONS**

Fieldwork (Households)

### **KNOWLEDGE AND SKILLS**

- Good organizational and time management skills. Ability to handle multiple priorities and effectively meet deadlines.
- Familiarity with the use of Android tablets; and the ability to learn new technology tools as the need requires.
- Ability to work independently with minimal supervision.
- Good communication and interpersonal skills.
- Must have ready access to transportation.
- Work effectively under pressure.
- Exercise undue patience.

### **DUTIES:**

- Attend Enumerators training workshop.
- Swear/Affirm Oath of Confidentiality.
- Receive enumeration material and equipment.
- Locate sample household members/respondents.
- Conduct interviews with respondents.
- Record responses as instructed.
- Transmit/Upload questionnaires/responses as instructed.
- Ensure that all assigned households are accounted for.
- Ensure that all materials and equipment are accounted for and returned to Supervisor upon completion of all enumerations.