

**JOB TITLE:**           **Census Enumerator**

**REPORTS TO:**        Statisticians and Statistical Officers (directly)  
  
                          Director / Deputy Director (indirectly)

**TIME FRAME:**       June 2020 – December 2020

**PURPOSE OF ROLE:**

The Central Statistics Office (CSO), Government of the Virgin Islands, seeks Enumerators to execute the data collection component of the 2020 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.

**Please note that this is a temporary assignment.**