



GOVERNMENT OF UGANDA

## CENTRAL SUPPLIER DATA BASE FOR GOVERNMENT

### JOB

#### 215 Data enumerators /collectors

#### As enumerator your task, duties, and responsibilities will be

Participate in training in data collection methodologies and tools

Carry out testing of tools and gathering feedback

Make calls to clients to book appointments, register and conduct interviews

Take notes/transcribe interviews conducted and prepare summaries

To collect and update relevant data that meets the intended purpose and quality using the recommended data collection tools/methods and platforms

To ensure compliance to organizational performance standards, code of conduct and safe guarding policy

Fill in and submit to supervisor time sheets detailing level of effort per day worked

To adhere to confidentiality procedures and policies when collecting storing and sharing data

Safe guard targets provided including but not limited to tablets

To perform other duties as assigned and agreed upon with your supervisor

#### PROFESIONAL STANDARDS

the CSD workers must adhere to the values and principles out lined in the CSD Way-Standards for Professional conduct These are integrity, service and Accountability.

In accordance with these values

#### Qualifications

- Bachelors, Diploma or a higher in any other relevant field.
- Experience in use of mobile data collection apps, MS Excel, and MS Word applications (if you have experience with mobile/online data collection tools, please indicate)
- Experience in data or records management will be an added advantage.
- Previous work with an NGO on humanitarian setting is desirable especially in Data collection will be an added advantage.



- Previous experience using an audio recorder, Comcare will be an added advantage.

#### **Functional Knowledge, Skills, and Abilities**

- Remains productive when under pressure.
- Ability to enhance good interpersonal relationships.
- Good communication skills.

#### **Excellent organizational skills**

- Works collaboratively with team members to achieve results.
- Relates and works well with people of different cultures, gender, and backgrounds.
- Flexibility and prepared to work additional hours.
- Ability to multi-task
- Ability to work both independently and as part of a team.
- Able to respond rapidly to changing environments yet remain productive and focused.
- Strong and fast computer skills (primarily Word, Excel, Power Point, and outlook).
- Time management skills

**Commitment to Gender, Equality, Diversity, and Inclusion:** The CSD is committed to creating a diverse, inclusive, respectful, and safe work environment where all persons are treated fairly, with dignity and respect. The CSD expressly prohibits and will not tolerate discrimination, harassment, retaliation, or bullying of the CSD persons in any work setting. We aim to increase the representation of women, people that are from country and communities we serve, and people who identify as races and ethnicities that are under-represented in global power structures.

#### **APPLY NOW via Email**

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