



## VACANCY ADVERTISEMENT

Hand in Hand Eastern Africa (HiH EA) is a registered NGO in Kenya and Tanzania and is part of the Hand in Hand global network. The organization started operations in Kenya in October 2010 and is currently operating in 25 Field offices within 33 out of 47 Counties in Kenya. HiH EA has so far mobilized, trained and is training over 354,858 members (80% women, 40% youth) who have created over 334,179 enterprises (30% eco-enterprises) and over 452,272 jobs on the Kenyan Programme.

The organization works with marginalized communities in the areas of economic and social empowerment using a participatory approach aimed at helping people fight poverty and vulnerability. The Hand in Hand enterprise and job creation approach is based on a philosophy of self-help, providing training, skills and support to enable people living in poverty, particularly women, to build and sustain independent, market-based, economic activities. This provides for a higher level of income for them and their families, which in turn contributes to greater food security, better education for children, increased access to healthcare, improved housing and overall improved livelihoods.

Hand in Hand Eastern Africa seeks to fill the below vacancies.

### **SUMMARY- FIELD ENUMERATOR JOB DESCRIPTION AND SPECIFICATIONS. REF.NO: HEA FE.-01/2023 (10) POSTS PER BRANCH**

The field enumerator is primarily responsible for collecting field data. They have direct contact with respondents and have a great bearing on the quality of data collected and ultimately on the quality of data output. Part Time

#### **Duties and responsibilities**

##### **Pre-Enumeration duties:**

- Attend enumerators' training workshop.
- Participate in field piloting & testing of data collection tools.
- Receive enumeration materials and equipment from the principal investigator.
- Develop an enumeration schedule/itinerary.

##### **Enumeration duties:**

- Locate (or select) sample members / respondents.
- Conduct interviews with respondents.
- Collect data and record responses as instructed using the appropriate tools.
- Review the collected data at the end of every day before uploading to the server.
- Comply with the requirements necessary as per the organization guidelines, for data collection.
- Participate in daily briefs to report on previous day's activities and getting updates/instructions from the Field supervisor.
- Undertake any other duties as may be assigned by the HiHEA MEL or designated Officer.



#### Post-Enumeration duties:

- Ensure that enumerator checking is complete.
- Ensure that all questionnaires/guides and equipment are accounted for.
- Turn over all literature and materials used in the survey to the HIHEA Team.

#### Specifications

- Highly organized individual, capable of handling multiple priorities, meeting deadlines, and managing time effectively.
- Experience in utilizing technology tools and possess the ability to master new technology tools, as required.
- Familiarity with the use of an Android based tablets or Smartphones and mobile data collection applications such as Kobo collect amongst others.
- Ability to work independently as well as an effective team player.
- Willing to travel to use public transport and travel long distances for assignments.
- Outstanding communication, writing, and research skills.
- Confidence and can-do attitude; ability to advance projects with minimal supervision.
- Skills in qualitative data transcription a plus, but not a must.
- A commitment to the Vision, Mission and Values of Hand in Hand Eastern Africa.

#### Application process

Qualified and interested candidates should forward a cover letter and CV HiH-EA via email [mel.enumerators@handinhand-ea.org](mailto:mel.enumerators@handinhand-ea.org)

Subject to be **Branch where you are based** to HiH-EA via email on or before **30<sup>th</sup> July, 2023**.

Below is the list of HIHEA Branches for reference.

1	Bomet	14	Mombasa Road
2	Busia	15	Muranga
3	Chuka	16	Naivasha
4	Eldoret	17	Nakuru East
5	Embu	18	Nakuru West
6	Kabarnet	19	Nanyuki
7	Kibwezi	20	Narok
8	Kitui	21	Nyahururu
9	Machakos	22	Ruaka
10	Meru	23	Tala
11	Migori	24	Thika
12	Kiserian	25	Voi
13	Mombasa		



HAND IN HAND  
EASTERN AFRICA

Only shortlisted candidates will be contacted.

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Follow us on  @HandinHandEA

 Hand in Hand Eastern Africa

*Inspiring Hope, Dignity and Choice*

*Disclaimer:*

*Hand in Hand Eastern Africa is an equal opportunity employer and does not charge or accept any amount or security deposit from job seekers during the selection process or while inviting candidates for an interview.*