



Terms of Reference (TOR)

Vacancy No: 004

Job Title: Surveyor

Number of Position: 2

Duty station: [Kabul, Nangarhar, Kunduz and Ghazni](#)

Duration: 20 days (at least)

Salary: Market compatible wages

Position Objectives:

The surveyor will be responsible for carrying out the interviews with randomized respondent groups based on the sampling plan. As a surveyor he/ she will be collecting and delivering first-hand information from the respondent groups ensuring that the data is complete, accurate, consistent, and all the questionnaires and surveys are neatly completed and submitted to lead surveyor on time.

Responsibilities:

- Study and understand all instruction included in the survey guideline and provided through the training in order;
- Ensure adherence to the Code of Conduct for surveyors provided through the training;
- Coordinate with the supervisor/ lead surveyor on survey procedures and report the work progress on the daily basis;
- Contact local authorities to inform them about the research and to gain their support if needed;
- Check that material necessary to carry out the survey is sufficient and appropriate;
- Motivate and obtain permission of the respondent/ participants for the interview;
- Conduct the interviews by asking questions in a clear and kind manner;
- Probe to clarify unclear answers;
- Record the responses accurately;
- Double check and revise the completed questionnaires before submitting to his/ her supervisor;
- Report the work progress on daily basis

- Cooperate with the team members to develop a positive team spirit
- Any additional duty related to the project work assigned by supervisor/ project officer;

Experience and Qualifications

- Bachelor degree or equivalent in research, sociology, law, economics, political science;
- Minimum six months of data collection i.e. administering questionnaires and conducting interviews/ surveys;
- Strong communication skills;
- Willingness to learn and explore new experiences;
- Fluently speaking and understanding Dari and Pashto;
- Having knowledge of English language;
- Ability to work collaboratively in a team;
- Ability to work in challenging circumstances;
- Ability to use personal initiative and creativity to solve research problems;

Reporting Arrangements

- The surveyor will report to the lead surveyor, and in his/her absence will report to project officer.

Application

Interested candidates are advised to send their cover letter and CV of no more than 3 pages to:
Info@porseshresearch.org OR zubaida.karim12@gmail.com

The closing date for receipt of applications is September 15, 2018.