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## MT17100

### DATA COLLECTOR

Level 3

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#### REPORTS TO (HIERARCHICAL)

Supervisor

#### REPORTS TO (FUNCTIONAL)

Supervisor

#### JOB FAMILY

Medical & Paramedical

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#### MAIN PURPOSE

Carry out all activities related to the collection of data for the mission, according to MSF protocols and maintaining confidentiality, in order to have reliable information.

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#### ACCOUNTABILITIES

- Participating in the preparation of the intervention and materials according to the needs of the survey and the instructions of the supervisor.
  - Visiting the target location and explaining the nature and required process of the survey to the population.
  - Accompanying participants throughout the process.
  - Recording the collected data in the data collection tool (questionnaire, etc).
  - Identifying anomalies and informing supervisor.
  - Treating all community members interviewed or associated with the data collection with respect.
  - Collaborating closely with colleagues.
  - Making sure to follow security protocols.
  - Ensuring, promoting and maintaining confidentiality regarding all information registered.
  - Compiling and handing over data.
  - Participating in other activities required by the supervisor.
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#### EDUCATION

Secondary education essential.

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#### EXPERIENCE

- Experience as a data collector desirable
  - Experience with working with MSF or other INGOs is desirable
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#### LANGUAGES

- Local language essential.
  - Mission language desirable
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#### KNOWLEDGE

Essential computer literacy (word, excel)

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COMPETENCIES

- Results and Quality Orientation L1
- Teamwork and Cooperation L1
- Behavioural Flexibility L1
- Commitment to MSF Principles L1
- Stress Management L2


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