|  |  |
| --- | --- |
| **Title:**  | DATA COLLECTOR |
| **Generic Function:**  |  |
| **Code:** | MT17100 |
| **Level:** | 3 | **(E)** |

|  |
| --- |
| **Position in the Organization** |
|  |  |
| **Reports to (Hierarchical):** | Supervisor |
| **Reports to (Functional):** | Supervisor |
| **Job Family:** | Medical & Paramedical |
| **Supervises (Function):** |  |

|  |
| --- |
| **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. |

|  |
| --- |
| **Accountabilities** |
|  |
| * Participating in the preparation of the intervention and materials according to the needs of the survey and the ins-tructions of the supervisor.
* Visiting the target location and explaining the nature and required proces 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.
 |

|  |
| --- |
| **MSF Section/Context Specific Accountabilities** |
|  |
|  |

|  |
| --- |
| **Requirements** |
|  |  |
| **Education** | Secondary education essential. |
| **Experience** | * Experience as a data collector desirable
* Experience with working with MSF or other INGOs is desirable
 |
| **Languages**  | * Local language essential.
* Mission language desirable
 |
| **Knowledge** | Essential computer literacy (word, excel) |
| **Competencies** | * Results and Quality Orientation L1
* Teamwork and Cooperation L1
* Behavioural Flexibility L1
* Commitment to MSF Principles L1
* Stress Management L2
 |

This job description may be amended in line with the activities or evolution of the Mission.

By signing, the employee acknowledges that he/she has read, understood and accepted this document.

|  |  |
| --- | --- |
| **Employee Name/ Surname** |  |
| **Place and date:** |  |

Signature of the employee:

*(To be signed in two copies, one for the employee and one for the employer)*

**MSF is a civil society initiative that brings together individuals committed to the assistance of other human beings in crisis. As such MSF is by choice an association.
 Each individual working with MSF does it out of conviction and is ready to uphold the values and principles of MSF.**