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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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