

**United Nations High Commissioner for Refugees (UNHCR)  
National Office, Athens/ Greece**

**Vacancy Announcement No. UNHCR GCR/15-34  
External/Internal Circulation**

<b>Position Title:</b> Enumerator/ Interviewer	<b>Position Level:</b>	<b>Date Issued:</b> 12/12/2015
<b>Number of positions: 7</b>	<b>Report To:</b> Head of Field Units	<b>Closing Date:</b> 20/12/2015
<b>Section:</b> Information Management	<b>Duty Station:</b> Lesvos (4 positions – full time job); Chios (1 position – full time job); Samos (1 position – full time job); Leros & Kos (1 position based in Leros with the requirement to travel to Kos once per month; full time job). Based on needs, relocation of some positions might be required	<b>Contractual Status:</b> Individual Contractor until 30/06/2016 (with possibility of extension)

**Assignment date**      4 January 2016

**Duties and Responsibilities:**

- Randomly select interviewees, according to the guidelines provided at the selected indicated locations on each island;
- Administering questionnaires with selected individuals according to the applied sampling strategy;
- Accurately enter responses in the provided tool (on tablet or phone);
- Explaining to the respondents and among the population the purpose of the survey;
- Packaging technical documents;
- Filing and checking the completeness of all questionnaires and other technical documents;
- Reporting and debriefing to the supervisor;
- Undertaking any other tasks allocated by the supervisor.

**ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED.**

Education:      basic degree in general humanities, statistics or any other relevant domain

Preferable Experience:      participation in socio-demographic studies

Languages required:      excellent command of *Greek* and *English*. Knowledge of Arabic, Farsi/Dari, Kurdish or Pashtu will be considered as a strong advantage.

#### Skills

- Good knowledge of word processing software (Word, Excel, PowerPoint, email);
- Familiarity with tablets /smart phone use
- Experience with interview techniques and with administering questionnaires;
- Flexibility and professionalism;
- Strong ability to work in teams;
- Written and oral communication skills;
- Ability to work well under pressure;
- Physical resilience.

Please apply in writing (**P.11, CV and application/motivation letter**), indicating in subject line vacancy announcement number and position title, as follows:

**Attention Vacancy No:** UNHCR GCR/15-34, Enumerator/Interviewer, based in XXXXX

Applications must be submitted by e-mail to the address indicated below:

[greatvac@unhcr.org](mailto:greatvac@unhcr.org)

**Please indicate the location of the position you are applying for.**

Applications received will not be acknowledged, only the short-listed candidates will be notified of the outcome of the competition, and will be invited for a written test and an interview.

Personal history (P.11 form) is attached or can be downloaded from:

[www.unhcr.org/recruit/p11new.doc](http://www.unhcr.org/recruit/p11new.doc)

**P.11 form is mandatory and should be SIGNED by the applicant.**

**UNHCR does not charge a fee at any stage of the recruitment process. UNHCR aims for workforce diversity at all levels and encourages qualified women and persons with disabilities to apply.**

**Acknowledgments will only be sent to short-listed candidates under serious consideration.**