

## Job Description

**Position:** Data Enumerator

**Job Location:** Anywhere in Bangladesh

**Job Nature:** Contractual

Institute of Social Business (ISB) is an innovative organization. It has been established for bring the positive changes of the society through removing many existent problems of the society. Solving social problems, creation of employment opportunity, developing professionalism and ensuring welfare for the inhabitants of the society would only be possible through social business. Considering the characteristics of the social business, ISB works on three thematic areas: Research, Training and Enterprise development. In this stage, ISB is going to recruit Data Enumerators for conducting the field survey under different studies.

### Major Responsibilities:

- Communicate and coordination with relevant government officials and other stakeholders for smooth operation of the survey at field level.
- Perform day-to-day data collection activities at assigned areas.
- Conduct questionnaire survey among selected subject considering study methodology.
- Support to field supervisor for keeping note during the time of FGDs, KIIs, observation and other relevant activities.
- Maintain time schedule strictly at field level for accomplishing the survey.
- Ensure confidentiality of collected data at every steps of the study and beyond the study.
- Attend a training/orientation sessions in order to gain relevant knowledge and skills for conducting survey at field level.
- Carry out other related duties as and when assigned by the authority of ISB.

**Educational and Others Requirements:** Graduate or studying at graduation level in any discipline. Previous experience on data collection at field level is highly appreciable.

### Guidelines for submission of application:

1. Please submit your CV & Cover letter to [jobs@isbbd.com](mailto:jobs@isbbd.com)
2. Only shortlisted candidates will be called for test and/or interview, where applicable.
3. The authority reserves right to change, modify or cancel this announcement.
4. Exact timing of test and interview will be notified through email or telephone. No complain will be accepted for no receipt of application or accessing email or phone number provided for such notification.
5. No TA/DA is applicable for test/interview, questionnaire pre testing and orientation on data collection tools.
6. Any persuasion will cause automatic disqualification of the candidate.
7. For any queries/ clarification please send email to [jobs@isbbd.com](mailto:jobs@isbbd.com) or call +8801871508485