



Position Announcement: Enumerator / Admin

Number of Vacancies: 5

About the Role:

We are currently seeking an experienced and dynamic Enumerator / Admin Officer to join our team. This pivotal role will be instrumental in driving the community and data collection work planning, sustainability, and strategic decision-making processes across our projects. The successful candidate will possess a deep understanding of coordination and Team work modelling, project valuation, and CRUX regulations, ensuring our projects are both viable and compliant with best practices

Key Responsibilities:

Data Collection and Management:

- Conduct field visits to collect data through surveys, interviews, focus group discussions, and other methods as required.
- Ensure the accuracy and reliability of collected data.
- Enter and manage data using databases or data management software.

Data Analysis Assistance:

- Support the analysis of collected data to identify trends, outcomes, and insights.
- Assist in preparing reports and presentations based on data analysis.

Supervision of Community Mobilizers:

- Supervise and coordinate the activities of community mobilizers to ensure effective data collection and community engagement.
- Provide guidance and support to community mobilizers, including training on data collection techniques and tools.

Administrative Support:

- Assist with the day-to-day administrative tasks of the office, including scheduling, correspondence, and record keeping.
- Coordinate logistics for field trips, including travel arrangements and materials preparation.

Stakeholder Engagement:

- Liaise with community leaders, stakeholders, and project partners to facilitate data collection efforts.
- Communicate project objectives and gather feedback from communities and stakeholders.

Required Qualifications:

- At least Bachelor's degree in administration, management, or a related field.
- Good understanding of community politics and traditional networks in the field.
- Previous NGOs experience, including an understanding of the neutral status of an international NGO or company.
- Minimum of 3 years of relevant experience in project management or project leadership, with a strong background in project planning.
- Experience in community and household assessments and surveys
- Experience in developing and implementing management training programs.
- Proficiency in computer applications and English Language.
- Ability and willingness to travel for community engagement and project- related activities

How to Apply:

Submit your resume, cover letter, and any relevant certifications to info@cruxafc.com with " Enumerator / Admin Officer, Province Name" " as the subject.

Deadline for Application:

March 18, 2024.