

2010 POPULATION AND HOUSING CENSUS- FIELD STAFF.

Applications are invited from suitably qualified persons to fill the following positions, for the **Census Planning and Management Division, Central Statistical Office, Ministry of Planning Housing and the Environment.**

FIELD SUPERVISOR (Part-Time)

Job Summary

The Field Supervisor will be responsible for:

- The overall supervision of a team (at least five (5) Enumerators)
 - Receiving and dispatching Census documents to Enumerators
 - Ensuring that all assigned enumeration districts are thoroughly canvassed and
 - Submitting all reports as requested.
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The Field Supervisor will be selected on the basis of -:

- Attendance at a mandatory Training Program from **March 01, 2010 to 19th March 2010** and passing of relevant examinations.
- **Training will be held as follows:-**

Monday – Friday	4:30 p.m. – 7:30 p.m.
Saturday	9:30 a.m. – 12 noon

Suitable candidates MUST have:-

- Three (3) O'Level GCE/CXC passes including English Language and Mathematics.
 - Have experience in a Supervisory/Administrative capacity, field operations and mapping.
 - Knowledge of statistical principles and procedures
 - Excellent interpersonal and communication skills.
 - The ability to be results oriented and to work under pressure.
 - Experience in conducting previous Censuses or Surveys will be an asset.
 - Interested persons **must** own a working vehicle.
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