

Doctors Aid for Medical Activities (DAMA) Organization

منظمـــــــــة اطبــــــاء مســــــــــاعدون للـــــــنشاطات الطـــــبية

**Vacancy Announcement**

**اعلان وظــــــــائـــــــــف**

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| **Vacancy Title** |  **Enumerator**  |  | جامع بيانات  | **الوظيفة** |
| **Number of Posts** |  **1 male + 1 female** |  **1 ذكر + 1 انثى** | **عدد الوظائف** |
| **Duration of the Contract** |  **4 months**  |  4 أشهر | **مدة العقد**  |
| **Work time**  |  **5 hrs./day 10 days/month**  | 5 ساعات / اليوم10 أيام / شهر  | **الدوام**  |
| **Duty Area(s)** |  **Gawilan refugee camp/ Duhok** |  مخيم گاویلان للاجئين/ دهوك | **مكان العمل** |
|  **Posting Date** |  **10/07/2020** |  10/07/2020 |  **تاريخ بداية التقديم** |
| **Closing Date** |  **15/07/2020** |  15/07/2020 |  **تاريخ انتهاء التقديم** |

**HOW TO APPLY:**

Only motivated candidates that address the stipulated duties and meet requirement qualification will be contacted for an interview and processed according to DAMA Human Resources policies and procedures.

Selective candidates will be given incentives on a monthly basis.

DAMA is an equal opportunity employer and reserves the right for all candidates to apply to its vacancies without any discrimination.

For those who have the potential and the job requirements, please send your updated resume (In English) with subject line marked **“Enumerator – Duhok/ Gawilan”**

**"** to *jobs.dama.iraq@gmail.com* no later than **(15/07/2020).**

DAMA reserves the right to recruit any suitable one before the above deadline for application.

Only CVs with Word or PDF format will be accepted

**كيفية التقديم:**

سيتم الاتصال فقط بالمرشحين المتحمسين الذين يتعاملون مع الواجبات المنصوص عليها وتلبية متطلبات التأهيل للمقابلة و تحليلها وفقًا لسياسات وإجراءات إدارة الموارد البشرية في DAMA ، وسيتم اعطاء المرشحين الذين يتم اختيارهم حوافز على اساس شهري

منظمة DAMA توفر الفرص المتكافئة لجميع المرشحين وتحتفظ بحق جميع المرشحين في التقدم لشواغرها دون أي تمييز.

بالنسبة لأولئك الذين لديهم الإمكانات والمتطلبات الوظيفية ، يرجى إرسال السيرة الذاتية المحدثة (باللغة الإنجليزية او العربية) مع عنوان الموضوع  **\_ “Enumerator – Duhok/ Gawilan”"** إلى **jobs.dama.iraq@gmail.com** في موعد لا يتجاوز 15/07/2020

تحتفظ DAMA بالحق في تجنيد أي شخص مناسب قبل الموعد النهائي لتقديم الطلب.

سيتم قبول السير الذاتية بتنسيق Word أو PDF فقط

**Job description**

* Conduct household survey on registered households within the assigned areas.
* Conduct data collection of post distribution monitoring using the provided data collection tools through observation of the vulnerability and businesses on ground.
* Interview the identified participants of the project within the project area to ensure the data and info that have been recorded within registered forms.
* Document all the findings in the provided data collection tools.
* Compiling and sorting the filled data collection tools as directed by the supervisor.
* Ensure collected data is accurately recorded.
* Capture data using digital data entry technology provided.
* Ensure anonymity of respondents and develop relationship of trust and safe space during data collection exercise with respondents.
* Identify and report any challenges faced that could affect the quality of the data.
* Take responsibility for project equipment that you may be entrusted with.
* Report daily issues and challenges to the MEAL Team.
* Any other duties assigned by the MEAL Team.