

Job Title: **Enumerator for Baseline Survey**
Location: **Sunway University, Petaling Jaya, Selangor**
Job Type: **Part Time**
Duration: **October 2024 – October 2025**

JOB SUMMARY:

Seeking multilingual, motivated, and detail-oriented individuals to conduct field research studies in a community located in Petaling Jaya. Tasks include conducting door-to-door survey interviews, building and maintaining relationships with key stakeholders, and carrying out other research-related duties.. This role requires excellent communication skills, the ability to work independently, and a strong commitment to data accuracy and confidentiality. The data collected will help us to develop targeted interventions that will improve the overall quality of life for the residents.

KEY RESPONSIBILITIES:

1. Field Data Collection

- Conduct face-to-face interviews with selected households and individuals in the community.
- Accurately record responses using provided survey tools and technology.
- Ensure confidentiality and privacy of respondents' information.
- Verify and cross-check data to ensure accuracy and completeness.
- Report any issues or inconsistencies encountered during data collection to the dedicated research team.
- Adhere to established protocols and guidelines for data collection.
- Maintain a professional and respectful manner while interacting with community members.

2. Stakeholder Engagement

- Build and maintain positive relationships with the respondents to ensure high participation and retention rates.
- Respond to respondents' inquiries in a timely and professional manner.
- Conduct any required engagement activities.

3. Exploratory and Intervention Studies

- Assist in the implementation of research studies.
- Collaborate with various research teams to ensure smooth execution of research studies.

QUALIFICATIONS:

- Age range: 25 - 45 years.
- Bachelor's degree or equivalent.
- Prior experience in community survey and census is required.
- Strong interpersonal and communication skills.

- Fluency in English and Bahasa Malaysia is required (proficiency in Tamil or Mandarin will be considered an advantage).
- Ability to work independently with strong time management skills.
- Willingness to work flexible hours, including after office hours and weekends.
- Must possess own transport.
- Must be available to start immediately.

BENEFITS:

- Hourly allowances are provided.
- Training is provided.
- Opportunity to contribute to community development.

Application Deadline: The deadline for submitting applications is 15th October 2024.

Send in your application here:

<https://forms.gle/AQnrXuofvURoCAeU7>