



RESERVE BANK OF VANUATU

PMB 9062 –PIERRE BRUNET STREET– PORT VILA – VANUATU

TEL: (678) 23333 – FAX: (678) 24231

Job Advertisement

Job title: Enumerators – Financial Inclusion Demand Side Survey

Location: Port Vila, Vanuatu

Position: Contract based Job

The Reserve Bank of Vanuatu wishes to recruit on a contract basis (7 Weeks) potential enumerators to collect and measure data related to access and usage of financial services in Vanuatu. Data collected will be used to measure the impact of financial inclusion initiatives and assist with policy formulation in the future.

Roles and Responsibilities

- Travel to designated Enumerated Areas (EAs) to enrol and interview selected respondents;
- Use the questionnaire provided to ask questions in accordance with and in compliance to procedures and interview protocols provided during training;
- Record and input all responses in the fields chosen using tablet computers provided;
- Maintain quality control, compliance and security of data being collected and ensure continuous back up of data on tablet and its safety and confidentiality;
- Adhere to demand side survey protocols;
- Be responsible for maintaining good relations with project participants; and
- Perform other duties related to the project that may be assigned to him/her by immediate supervisor or the Project Technical Committee, such as, but not limited to, testing the questionnaire and make arrangements for his/her interviews.

Qualifications and Skills

- Possess at least a year 12 or 13 secondary school leaving certificate or a higher tertiary level qualification with basic computing experience both in MS Word and Excel Spreadsheet;
- Be able to follow instructions, flexible to work after hours when required, and meet work datelines;
- Previous experience in data collection survey;
- Knowledge of tablet based survey is an advantage;
- Strong observation and communication capabilities;
- Ability to work well in a team as well as independently;
- Respectful and courteous;
- Be willing to work in rural areas and stay overnight;
- Records information on questionnaires accurately;
- Be in good health – the job may involve a lot of walking; and
- Be organized and committed to assignment completion.

Terms and Condition:

Upon your successful recruitment, a contract of services covering specific terms and conditions on this project will be made available to you. The term of this engagement starts on 22nd April to 07th June 2024.

To apply

Please send your application with your CV, plus a reference letter from your former employer, community leader or academic institution addressed to:

The Chairman
Financial Inclusion Demand Side Survey Technical Committee
Reserve Bank of Vanuatu
PMB 9062
Port Vila, Vanuatu

Or

Submit online applications to this email address: ptimbaci@rbv.gov.vu & rtarimankem@rbv.gov.vu

All applications shall reach the Reserve Bank of Vanuatu not later than **Friday, 19th April 2024, by 4.30pm.**

For general queries about the position, please contact Mr. Pita Toa ptoa@rbv.gov.vu or Mr. Andrew John ajohnv@rbv.gov.vu