

Data Collector Position

Position Description

This position is primarily required to provide support to conduct the data collection at Segamat sub-district for specific project that assigned. This position requires the person to work closely with the Technical Officer to ensure high quality reliable data collection. The position is based at South East Asia Community Observatory (SEACO) field site in Segamat, Johor.

Key Responsibilities

1. Collect high-quality data through community-based surveys by house-to-house visits or phone call.
2. Assist with logistical and administrative support of casual data collection workforce.
3. Maintain the log sheet and participant recruitment records.
4. Be responsible for the successful completion of a project in the assigned area.
5. Ensure all documentation for the assigned area is completed in a timely manner and within expected standard of quality.
6. Able to work independently with minimal supervision.
7. Able to provide timely reports to line supervisors.
8. Be persistent in managing household refusals and rejections.
9. Effectively communicate SEACO's vision and project information to respondents.
10. Assist in Community Event & Office Events.
11. Any other tasks assigned.

Key Selection Criteria

1. **Qualifications:** SPM/STPM level of qualification or relevant experience in conducting surveys or related community activities.
2. **Service Delivery:** Demonstrated ability to provide good quality service delivery.
3. **Communication:** Ability to communicate effectively in one of these languages: Malay, Mandarin or Tamil orally, consistent with the requirements of the role.
4. **Digital:** Experience in the use of mobile digital technology and/or Zoom video calls.

Other job related information

1. Based in Segamat
2. Work outside of normal business hours may sometimes be required.
3. Has Driving License