

Responsibilities of Area Supervisors

- To assist the census office in the coordination, monitoring and management of the Census field operations.
- To assist the census office in the distribution of questionnaires, visitation records and other supplies required by Census Supervisors and Enumerators for the successful conduct of the 2011 population and housing census.
- Ensuring confidentiality and security of census information at all times
- To ensure the smooth progress of the census by taking decisions in consultation with the census office regarding the reassignment of enumerators in collaboration with the assigned Census Supervisor after the census office has made initial assignments. In the case of large EDs (Enumeration Districts), to determine the best enumerators who having finished their assigned EDs should be reassigned to assist in the completion of the field work.
- To meet regularly with Census Supervisors during the enumeration process to determine and respond to their needs in a prompt and efficient manner, ensuring that issues which may impede the progress of the census are expeditiously dealt with.
- To monitor the progress made by Census Supervisors and their assigned Enumerators through the review of supervisor control forms and enumerator transmittal forms and thereby assist the Census Office in the replacement or with due cause firing of enumerators.
- To spot check submitted questionnaires, visitation records, and institutional questionnaires for completeness and quality assurance and where necessary to bring to the attention of the census supervisor issues which may enhance the quality of his/her output.
- Where necessary to inform the Census Officer and personnel of the Census Office if there are systemic issues which need to be addressed at the national level based on issues arising in the enumeration process.
- To attend meetings with and inform the Census Officer and officials of the Census Office of management related issues which may impede the successful completion of a 100% enumeration of all EDs within your assigned area.

Qualities and skills required

- Managerial experience including effectively leading and motivating a team
- Excellent organisational skills and the ability to work to deadlines
- Excellent written and oral communication skills
- The ability to understand and effectively pass on detailed instructions and progress reports
- A flexible approach to the allocation of resources and dealing with priorities
- The ability to recognise and develop networks and communicate effectively with various stakeholders such as local authorities, communities and community groups
- Strong decision making and problem solving skills

Responsibilities of Supervisors

- Be able to read maps
- Supervise the work of several census enumerators within your Supervisory Area (SA).
- You are responsible for ensuring that your enumerators complete their work accurately and in a timely manner.
- Be able to communicate effectively with your enumerators as well as with your Area Supervisor
- During the census enumeration, you will verify that your enumerators are:
 - listing all buildings and housing units in their assigned Enumeration District (ED)
 - completing questionnaires for all households in their ED, - all questions on the questionnaire for each member of every household and for every dwelling unit must be completed
 - completing their Visitation Records (VRs)
 - updating their ED maps as required
- Visit your enumerators in the field during the data collection process and again after the enumeration has been completed.
- You may be called upon to explain to householders or community groups the purpose of the Census, why they should give information to an enumerator, and the importance of providing complete and accurate data.

As a supervisor, you will do the following:

- Become familiar with your Supervisory Area .
- Train enumerators under your supervision, if instructed to do so.
- Distribute assignments to each enumerator under your supervision.
- Show each enumerator under your supervision the boundaries of his/her Enumeration District prior to enumeration.
- Provide on-the-job training (OJT) and other assistance for your enumerators, as needed.
- Conduct an intermediate review of questionnaires, Visitation records, and maps for completeness and accuracy, and provide any assistance needed.
- Conduct visits to a sample of randomly selected occupied housing units.
- Revisit Enumeration Districts that did not contain any housing units to verify that there are no housing units.
- Visit and interview households with occupants who refused to cooperate with an enumerator, or assign these households to other enumerators.
- Provide assistance with Enumeration Districts that enumerators were unable to complete due to difficult and unusual circumstances.
- Reassign Enumeration Districts that require more work to be completed or corrected to other enumerators.
- Conduct a formal check of each enumerator's work at the end of the enumeration process.
- Periodically report on the progress of interviewing in your Supervisory Area and turn in your completed work to your Area Supervisor
- During the course of the enumeration certain challenges will arise which will require special intervention by supervisors.

Responsibilities of Enumerators

- Be able to read maps.
- Ensure that you understand the boundaries of your enumeration district
- As an Enumerator, ensure that the Census Office/Statistical Office collects accurate data on how many persons live in the country at a particular point in time.
- Conduct door to door interview of individuals.
- Accurately record information on the household like the number of people living, age, income range and others,
- You will be employed for a period of 8-10 weeks between June 12 and August 7, 2011 on a part-time basis.
- The work will be conducted mainly on evenings and weekends.
- The work involves direct contact with the public. It requires tact, consideration and patience to win the confidence and co-operation of householders.
- The work may require a considerable amount of walking and/or climbing of hills, stairs, etc.
- The area assigned to each Enumerator is known as an ED (Enumeration District). It will usually comprise about 100 - 150 households
- Each Enumerator must complete his/her assignment within the prescribed enumeration period.
- Follow all instructions issued by the Census Office/Statistical Office for the enumeration;
- Keep accurate records of the time spent on and the progress of the fieldwork.
- Before the enumeration/interview process commences, each Enumerator must carry out an extensive visual survey of the assigned ED. Each dwelling identified in the visual survey is recorded on a Visitation Record (VR) and on a copy of an up-to-date survey map of the ED.
- Every person present in the household on census night must be enumerated on a census form.
- Repeated call-backs to private dwellings are often necessary as householders may be absent at the time of the first call.
- The Enumerator is required to check the census form for completeness at the doorstep and enquire further regarding any obvious omissions.
- The Enumerator must compile population summaries for the assigned ED and return the census forms via the Field Supervisor.