Date of Announcement: **October 26, 2026**

Vacancy Announcement for Data Collector and Supervisor Positions

The Institutional Development and Governance Department of Policy Studies Institute (PSI) is seeking **Data Collectors and Supervisors** for a project entitled "**E-Governance and the Quest for Good Governance: Analyzing Public Service Delivery in Ethiopia's Public Sector**". The primary responsibility of data collectors and supervisors is to ensure the accurate, ethical, and consistent collection of high-quality data in strict adherence to the study protocol, while maintaining effective field coordination, quality control, and accountability throughout the data collection process.

Generally, the data collectors and supervisors will be responsible for performing the following tasks, among others:

- Conduct surveys, interviews, and focus group discussions strictly in line with the approved research protocol and tools;
- Obtain informed consent, maintain confidentiality, respect participants' rights, and adhere to ethical standards throughout the data collection process;
- Record responses accurately, avoid omissions, check for inconsistencies, and ensure that all required fields or discussion themes are properly covered;
- Apply consistent interviewing techniques, probing methods, and measurement procedures to minimize bias and ensure reliability and comparability of data;
- Safely handle completed questionnaires, audio recordings, transcripts, and digital files to prevent loss, damage, or unauthorized access.
- Provide regular updates to supervisors on daily progress, logistical issues, respondent concerns, and any deviations from the protocol that may affect data integrity.

Qualifications

Position	Qualifications
Addis Ababa (9) Federal Institutions (9) Dire Dawa (9)	• MA in Public Management and Policy, Governance, Development Management, Public Administration, Development Studies, Leadership, and other closely related fields. • Prior experience working on surveys and interviews related to governance is a plus. • Evidence of strong communication and organizational skills. • Ability to work under pressure and meet deadlines. • Previous experience with Policy Studies Institute is an additional asset.
Field Supervisors (3) o Addis Ababa o Federal Institutions o Dire Dawa	• MA in Public Management and Policy, Governance, Development Management, Public Administration, Development Studies, Leadership, and other closely related fields. • Supervise, support, and monitor a team of data collectors during fieldwork. • Manage fieldwork logistics, including scheduling and team coordination. • Support data collectors with technical and logistical issues. • Conduct random spot checks and re-interviews to ensure data quality, completeness, and compliance with study protocols. • Maintain regular communication with the research team and provide daily field reports. • Evidence of strong communication and organizational skills. • Ability to work under pressure and meet the deadline. • Previous experience with Policy Studies Institute is an additional asset.

Application Instructions

Interested and qualified candidates are invited to submit the following documents:

1. A one-page cover letter clearly stating the position applied for (*Data Collector* or *Field Supervisor*) and summarizing relevant experience.
2. An updated Curriculum Vitae (CV) not more than 3 pages, including contact details of at least two professional referees.
3. Scanned copies of educational credentials and any certificates related to data collection or supervision experience.
4. We will only accept a single PDF file that includes all required documents.
5. Applications that do not follow the above instructions will be automatically disqualified.

Qualified and interested applicants can submit their application through the Google Form below or in person to the Human Resource Office or through psihrmda@gmail.com . within **five working days** of this announcement. The subject line should be written as ***'Institutional Development and Governance Department – Data Collector (Place of Work)'*** or ***'Institutional Development and Governance Department – Field Supervisor (Place of Work)'*** based on the position you want to apply for.

Please note that only shortlisted candidates will be contacted for the next stage of the selection process. Female applicants are encouraged to apply.

Remuneration: Based on the scale of the Institute

Application Deadline: 30th October, 2026

Google Form: https://forms.gle/MoVj4PjQ2U7pCaft8

Or Scan this QR: