Date: 21th Oct, 2026

Policy Studies Institute
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Vacancy Announcement

The Social Development and Inclusiveness Sector at the Policy Studies Institute (PSI) would like to hire qualified professionals that can work as Data manager, supervisor and Enumerators (data collectors) for a project entitled "**scaling Child Care to Promote Women's Economic Empowerment and Child Development in Ethiopia" Endline Survey** which will be conducted Addis Ababa.

SN	Position	Duties and Responsibilities	Required Qualification	Number
1	**Data manager**	● Design data base template ● provide technical support for survey Team ● Conduct routine data quality control activities ● Conduct and submit the raw data in Stata format	● Minimum degree in Economics /statics or any related field ● A minimum of 4 years' experience in data management works ● Experience in working as a data management with SurveyCTO ● Experience working as a data manager ● Verifiable past performance	1
2	**Supervisor**	● Supervises enumerators. ● Provide assistance to enumerators when needed. ● Facilities the logistical support for enumerators. ● Conduct routine data quality control activities.	● Minimum BA/BSc degree in Economics Statics, Social Science or any other field for supervision ● A minimum of 3 years' experience in field supervision works ● Experience of survey supervision ● Prior experience in SurveyCTO is an advantage ● Verifiable contact of past performance ● Disciplined or no record of dripline issues.	5
3	**Data collectors/enumerators**	● Collect data upon assignment and instruction given by the coordinators /principal investigator	● Minimum bachelor degree from a recognize University ● A minimum of 1 year experience in data collection works ● Excellent English language skill ● Experience in surveyCTO is an advantage ● Verifiable contact of past performance ● Disciplined or no record of dripline issues.	40
4	**Data auditor**	● Audit the audio recorded by surveyCTO during the interviews to ensure enumerators are performing as per their training	● Minimum bachelor degree from a recognize University ● Proven experiences in performing audio audits (At least has an audition task once) ● Verifiable contact of past performance ● Disciplined or no record of dripline issues.	8
5	**Qualitative Data Collectors**	● Conduct identification of enumeration areas	● Minimum BA/BSc degree from a recognized university	5

		• Collect data from respondents in sample regions and institutions.	• A minimum of 2 years experience in qualitative data collection works • Prior experiences in conducted research with qualitative data and transcription of the qualitative data is a requirement • Fluent speaker of more than one local language is an advantage	

NB

- Remuneration – based of PSI's rate
- Training will be given at Addis Ababa for 2 days
- The applicant shall be free from any disciplinary misconducts in relation to data collection both at PSI or any other research institutions/firms.
- ***Priority will be given for applicants who have participated on baseline and Midline data collection, have completed successfully and are highly relevant for the current research project.***

Interested individuals who fulfill the aforementioned requirements can apply for the job for 5 consecutive dates starting from the date of the post. Please submit your applications **specifying the respective position** you are applying for with copies of all supporting documents attached: via email at: "psihrmda@gmail.com" or Google form using the following link.

Google Form Link: https://forms.gle/z63nNrWWLGE6F7t59

Only Shortlisted candidates will be contacted.