



Kigali, Rwanda. KG 14 Ave.
Website: greenstarshub.com
Email: business@greenstarshub.com
Phone: +250788465561 Uwingabiye Anitha

GREEN STARZ IMPAKT HUB LTD - GreenStars

CALL FOR JOB APPLICATIONS FOR ENUMERATOR
POSITIONS

Job Title: Enumerators
Location: Kigali and nationwide field sites
Type of job: Part-time paid
Length of commitment: Various
Application deadline: 14th December 2024

About GREEN STARZ IMPAKT HUB LTD known as “GreenStars”:

Who we are:

GreenStars is a social enterprise dedicated to advancing sustainable development through research consulting, professional training in research, and climate resilience initiatives. Our mission is to deliver high-quality research and training while promoting climate resilience. We reinvest a percentage of the income from our consultancy services into climate-focused projects, driving impactful environmental enhancement.

Our mission:

Empower through impactful knowledge, shape decisions for sustainable solutions to build resilient communities.

Our vision: is to be a catalyst of Social Impact and environmental positive change. Find out more on <https://greenstarshub.com/>

Our Services:

At GreenStars, we are committed to delivering tailored solutions backed by our strong capabilities in research, monitoring and evaluation, primary data collection (both quantitative and qualitative), data management, data analysis, project management, report writing, and validation.

GreenStars we are deeply dedicated to addressing climate change by channelling a portion of our profits into initiatives that combat environmental challenges and support climate resilience. This commitment reflects the company’s broader mission to not only conduct responsible business but also to make a tangible impact on pressing global issues and giving back to the community initiative. By actively investing in climate-related activities, GreenStars seeks to play an essential role in supporting Rwanda’s transition toward a sustainable future.

GreenStars also offers a program called the **Capacity Building Program**, designed for organizations and individuals who are eager to learn about research. The program covers a wide range of topics, from the fundamentals of research, data collection techniques, SurveyCTO/KOBO coding/programming...etc to advanced data analysis using R, STATA, Python, NVIVO and MAXQDA for qualitative analysis, and other analytic software. Moreover, participants learn how to draft both technical and financial proposals for bidding, develop research tools, manage, and clean data, and report

writing. The program also includes modules on fieldwork management and team leadership, as well as monitoring and evaluation. Find out all modules at: <https://greenstarshub.com/>

The 2024 cohort of the program is nearing completion, and we plan to launch the next cohort in January 2025. The advertisement for applications to join the January 2025 cohort will be available in a few days.

For more insights and participant testimonials, visit our social media channels:

YouTube channel: [@GreenStarsHub](#)

Linkedin: [GreenStars \(GREEN STARZ IMPAKT HUB\)](#)

For more information, do not hesitate to contact us at connect@greenstarshub.com, +250788465561 and +250788375882

About the role

GreenStars is looking for motivated and detail-oriented enumerators to join our data collection team. In this role, you will be essential in gathering accurate and reliable data through surveys and interviews. Your responsibilities will include conducting fieldwork, administering questionnaires, and ensuring the quality and integrity of the data collected, all while upholding ethics and discipline in the field.

Duties and responsibilities

The Enumerator will work closely with the GreenStars research staff and field staff to perform a variety of tasks including, but not limited to:

- Gather high-quality data using a combination of qualitative and quantitative tools and methods, including tablets, audio recorders, and other qualitative data collection tools.
- Submit the collected data to the GreenStars server daily in coordination with the field supervisor.
- Take part in the morning and evening debriefings to discuss data quality with the GreenStars data managers.
- Attend the training sessions organized by GreenStars and be willing to travel across the country, including overnight stays.
- Document and communicate to the field supervisor issues encountered during data collection.
- Contribute to the interpretation of data and analysis where necessary
- Perform other activities as needed and indicated by the field supervisor

Skills and Qualifications for enumerator job

Individuals with little or no experience in data collection are encouraged to apply, as GreenStars provides opportunities for those eager to gain experience in research.

The desired candidates should meet the following requirements:

- Bachelor's degree or High school diploma
- A desire to learn how to use or the ability to operate electronic devices, such as tablets or smartphones.
- A willingness to learn or the ability to use computer-assisted interviewing tools like SurveyCTO.
- Good communication skills in Kinyarwanda, English or French.
- Ability to maintain the anonymity/confidentiality and trust with people.
- Willingness to travel independently and extensively within rural communities.

How to apply:

Please click [Here](#) this link will direct you to our website. From there, click on "Vacancies" select the enumerator position, and proceed to apply.

APPLICATIONS CLOSE AT 5 PM RWANDA TIME ON December 14th 2024. LATE APPLICATIONS WILL NOT BE CONSIDERED. DUE TO THE VOLUME OF APPLICATIONS ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.