



JOB DESCRIPTION

Hand in Hand Eastern Africa-Tanzania (HIHEA TZ) is a Non-Governmental Organization (NGO) registered in Tanzania since 2016 with a mandate to operate in the country, and part of the Hand in Hand Global Network. Our vision is to empower the society, especially women, through the creation of sustainable enterprises and jobs. HIHEA (TZ) currently leads field operations through seven branches in Arusha, Kilimanjaro, Singida, Manyara, Dodoma, Simiyu (Meatu) and Iringa regions.

1. Scope of Work

Hand in Hand Eastern Africa -Tanzania (HIHEA TZ) seeks to recruit qualified and experienced Enumerators to support data collection for the INUA II Project in Singida, Manyara, and Iringa Regions. Working under the supervision of the Monitoring, Evaluation, Accountability and Learning (MEAL) Team, the enumerators will be responsible for collecting accurate, complete, and reliable data in accordance with established data collection protocols, ethical standards, and quality assurance procedures. They will ensure timely submission of high-quality data while maintaining confidentiality and professionalism throughout the data collection process.

2. Duties and Responsibilities

The enumerators will perform the following duties and responsibilities:

- Attend and actively participate in the evaluation training and briefing sessions
- Understand the objectives, scope, methodology, and data collection tools of the assignment
- Conduct themselves professionally and uphold the highest standards of integrity throughout the assignment
- Read, understand, and strictly follow all instructions contained in the questionnaires, data collection manual, and guidance provided during training.
- Coordinate closely with field supervisors, provide daily progress updates, and promptly communicate any challenges encountered during data collection.
- Introduce themselves appropriately to respondents, clearly explaining the purpose of the assessment, the organization they represent, and obtaining informed consent before commencing interviews.
- Conduct interviews with project participants using approved quantitative data collection tools and digital devices, ensuring all responses are accurately recorded.
- Ensure that all collected information is accurate, complete, confidential, and collected in accordance with research ethics and organizational data protection

requirements

- Visit all respondents assigned to them. Where a respondent is unavailable or unwilling to participate, immediately notify the field supervisor and follow the prescribed replacement or follow-up procedures
- Observe and comply with all quality assurance procedures to ensure high-quality and reliable data.
- Safeguard all data collection equipment and materials entrusted to them during the assignment.
- Capture and report any observations, comments, or feedback from participants that may be relevant to the evaluation.
- Submit completed interviews and synchronize data according to the agreed timelines.
- Perform any other duties related to the assignment as may be assigned by the MEAL Supervisor

3. Skills and Traits

- Ability to gather information objectively, appropriately, and sensitively by actively listening, paying full attention to respondents, and accurately understanding the points being made.
- Strong interviewing and probing skills, with the ability to ask appropriate follow-up questions to obtain complete and accurate responses without leading or influencing the interviewee.
- Ability to use Kobo Collect / ODK for data collection during surveys
- Ability to build trusting and respectful relationships with respondents and community members.
- Able to remain impartial and maintain confidence
- Able to elicit information without leading the interviewee

4. Level of education and required experience

- Diploma or Degree preferably in Statistics, Economics, Agriculture, Development Economics, Project Management, Business Administration, Sociology, Community Development, or closely related discipline.
- Master's degree will be an advantage.
- At least 2 years' experience in collecting quantitative and qualitative data
- In-depth skills of understanding community dynamics
- Experience of using tablets in data collection
- Skilled in basic interviewing techniques and attention to details

5. Language requirements

- Fluency in written and spoken Swahili and English.
- Understanding the region's local language is an added advantage.



6. Duty Station

Applicants are therefore required to be residents of Iringa, Singida and Manyara regions and should be clearly indicated in their application. While every effort will be made to assign successful candidates to their preferred region, HiHEA TZ reserves the right to deploy enumerators to any area of operation based on project needs.

Applicants must clearly indicate the region they are applying for (Iringa, Singida, or Manyara) in the subject line of their email

Application process

All qualified and interested candidates should forward an updated and detailed CV by email to talent@handinhandea.or.tz on or before the close of business on 18th August 2026.