

Job Title: Field Executive -Data Collection			
Business Unit:	Enable Health Society	Domain:	Community Drinking Water
Location:	Ahmedabad	Band/Grade:	1C
Department:	Internal Impact Assessment	Last updated on:	December 3, 2021
		Degree of Travel required to:	Very High
Purpose of Job	To collect accurate data from field and submit it to Impact Assessment Program Coordinator for further analysis		
Key stakeholders	External		Internal
	Panchayat members Community members		Internal Impact Assessment Team Community Awareness & local Marketing team.
Reporting structure	Role directly reports to:		Positions that report into this role
	<ul style="list-style-type: none"> Senior Field Associate - Internal Impact Assessment 		None
Essential Qualifications	<ul style="list-style-type: none"> Diploma holder/Graduate Hindi and English (Preferred if he or she knows Marathi or Tamil or Odia) Working knowledge about internet and should be comfortable using Tablets Knowledge and usage of MS Office (weightage to MS word and Excel) 		
Essential Experience	<ul style="list-style-type: none"> Demonstrated ability in primary data collection at community level (especially rural) 		
Competencies	<ul style="list-style-type: none"> Go Getter & result oriented with time management skills Rapport building & connecting with rural communities Good soft & interpersonal skills backed with proficiency in MS Office application will be an added advantage 		
Decision Making Control	<ul style="list-style-type: none"> None 		
Values			
Knowledge	<ul style="list-style-type: none"> Expertise – we strive for a deeper understanding of our domain Innovation – we aspire to do things creatively 		
Action	<ul style="list-style-type: none"> Entrepreneurship – we are empowered to act decisively and create value Integrity – we are consistent in our thoughts, speech and action 		
Care	<ul style="list-style-type: none"> Trusteeship – we protect the interests of our customers, community, employees, partners and shareholders Humility – we aspire to be the best, yet strive to be humble 		
Impact	<ul style="list-style-type: none"> Performance - We strive to achieve market leadership in scale and profitability, wherever we compete. Resilience - We aspire to build businesses that anticipate, adapt and endure for generations 		

Key Roles/Responsibilities

- The person at this position will be responsible for data collection for Internal Impact Assessment team from various locations, through the mode of surveys and interviews.
- He/ She should accurately record all required information in the specified digital format.
- Build rapport, connect, and maintain professional code of conduct while striking conversations with community members to extract required data.
- Submit on a timely basis, accurately filled forms and corresponding reports, such as timesheets, expense reports and other prescribed company documents.
- Develop an awareness of quality requirements for the data and maximize efforts to meet or exceed requirements on a daily and weekly basis.
- Exhibit the flexibility necessary to multi-task, and perform requested services in multiple communities as needed.
- Must be comfortable traveling to rural locations, as per requirement (at times on weekends).
- Adhere to dress code for the field team at all times.