

## JOB POSTING REQUEST FORM

### Job Details

Reference #	CP-338-2021
Company Name	Purple Martin
Industry	Social Work
Vacancy	Lister Supervisor – MICS 2021
Job Type ( <i>FT, PT, Contractual, Seasonal</i> )*	Contractual
Major	Social Sciences
Years of Experience	One to two years
Education	Bachelor's degree
Location	Lebanon
Remuneration & Benefits	NSSF, Transportation
Tasks & Responsibilities	<p>• <b>Main Tasks:</b> The Supervisor will be in charge of the following tasks and activities in a designated region that will be specified later on.</p> <ol style="list-style-type: none"> <li>1. Receive maps, forms, and other forms from the coordinator</li> <li>2. Deliver and distribute fairly those documents on his/her team of listers</li> <li>3. Help interviewer locate listing location</li> <li>4. Visit with interviewers to supervise and/or help the interviewer to accomplish her tasks, if needed</li> <li>5. Check the quality of the listing by the listers</li> <li>6. Examine the quality of the completed forms (filed in, coded when needed...) before delivering them back to the survey manager</li> <li>7. Return completed listing forms, maps and other forms to the survey manager</li> <li>8. Attend any meetings with the survey manager</li> <li>9. Prepare daily reports about listers' status</li> <li>10. Formulate periodic reports about fieldwork status</li> <li>11. Execute all other tasks given to him/her by the survey manager</li> </ol>