

MINISTRY OF PLANNING AND DEVELOPMENT
CENTRAL STATISTICAL OFFICE (TOBAGO DIVISION)

JOB DESCRIPTION

INTERVIEWER I

JOB SUMMARY

The Interviewer I performs routine field interviews for the collection of data to be used for compilation of statistical records and in statistical analyses. Work involves the collection of data in several fields using standard questionnaire forms and interviewing techniques and may include drawing rough sketch maps of survey areas covered. The employee performs duties within the limits of established procedures and rules and receives instructions and assistance in the main aspects of the work from a senior officer. Work is reviewed by the senior officer for accuracy of data collected.

DUTIES AND RESPONSIBILITIES

- Interviews members of the public and collects information on such topics as consumer buying habits, level of wages, employment, production, prices, composition of households, births, deaths and marriages and other aspects of economic and social life;
- Takes note of characteristics of interview areas covered, for example, number of households, and number of occupants and income per household;
- Records answers given during interviews following a specified outline on standard questionnaire forms;
- Assists in cartographic surveys and prepares simple sketch maps of survey areas for easy identification and tabulation purposes;
- Prepares written reports based on investigations.

REQUIRED KNOWLEDGE AND SKILLS

- Some knowledge of the various interviewing methods and techniques.
- Some knowledge of the road system of the country.

- Ability to interpret standard questionnaire forms and to understand the correlation between items.
- Ability to prepare clear and concise reports.
- Ability to make simple sketches of survey areas.
- Ability to communicate effectively, both orally and in writing
- Ability to establish and maintain effective working relationships with colleagues and the public.
- Ability to work as part of a team.

MINIMUM QUALIFICATIONS AND EXPERIENCE

Five (5) GCE/CXC Ordinary Level passes including English Language.