



Social Surveyor Job Description

- **Position Title:** Social Surveyor
- **No of Position:** 1
- **Organization:** Herat Municipality-Support to Herat Municipality Program
- **Duration:** 1 Year
- **Announce Date:**
- **Closing Date:**

Overall Objective of the Position:

Data collection, social assessment, preliminary process, data entry and complete reporting are the main goals of this position.

Support to Herat Municipality Program

Support to Herat municipality project has been already funded by EU for a period of 30 months to prepare urban upgrading plans for Herat City districts.

The main objectives of the program are to prepare Upgrading plans for the city of Herat in order to better implement community-level development projects in urban programs and improve organizational effectiveness for providing quality and inclusive services, and its specific objectives include the Upgrading districts planning of Herat city areas to be Designed and implementation of development plans and the provision of balanced services and economic development in the Herat city areas.

Assigned duties according to job description as follows:

- ✓ Collecting, preliminary analyzing and interpreting qualitative and/or quantitative data
- ✓ Reporting all the collected data's as per required.
- ✓ Identifying and advising about possible strategies
- ✓ Prepare and maintain sketches, maps, reports, and legal descriptions of surveys in order to describe, certify, and assume liability for work performed.
- ✓ Verify the accuracy of survey data, including measurements and calculations conducted at survey targets.
- ✓ Record the results of surveys, including the shape, contour, locations according to needs and required tools.
- ✓ Prepare or supervise preparation of all data, charts, plots, maps, records, and documents related to surveys.
- ✓ Search legal records, survey records, and land titles in order to obtain information about targeted surveys.
- ✓ Train assistants and helpers, and direct their work in such activities as performing surveys
- ✓ Additional duties assigned by the project manager other assigned supervisors.

Education and Experiences

1. The incumbent should have at least Bachelor degree in social science and public administrative or any other related field.
2. Proper ability of speaking, reading and writing in Dari, Pashto and English languages.
3. At least two years of work experience in data collection or other related duties.
4. Familiar with MS. Office software's.

How to Apply

Eligible candidates are requested to send their CV, Education and Experience Certificates to the following email with the position title subject.

Eu.s.p.municipality@gmail.com

Note: Those persons which have contract with EU-Support to Herat Municipality Program currently, can not apply to this position.