

# Data collectors| Transcribers| Translators

## Rwanda

**Must-have:** Bachelor's degree in any field or currently enrolled in a university  
Having experience with field data collection activities (added asset)  
Excellent oral and written communication skills in Kinyarwanda and English (French is an added asset)

**This position is open for Rwanda nationals only**

### Summary

Laterite is looking for brilliant and highly motivated data collectors, transcribers and translators to assist with our research activities in Rwanda. The position is offered on a project-basis. Successful candidates will be added to our database and be contacted based on availability of positions. Recruited candidates will also benefit from training sessions aimed at improving their professional development.

### About Laterite

**Laterite is a data, research and analytics firm specialized in complex development challenges.** We work with universities, global think tanks, international NGOs, multilateral donor organizations, and government ministries and agencies. Our clients include, for example, the World Bank, USAID, TechnoServe, Promundo, the Mastercard Foundation, and several UN agencies.

**We currently have offices in the Netherlands, Rwanda, Ethiopia, Kenya, Uganda, Tanzania, Sierra Leone, and Peru.** The team brings together more than 80 full time local and international staff, as well as 1,000+ enumerators across all countries. We are proud to be a culturally diverse organization, and we welcome applications from groups currently under-represented in our team. Learn more: [www.laterite.com](http://www.laterite.com)

**We work in socio-economic development research projects.** We believe that impact is a long-term endeavour that requires being embedded in the local context. Delivering high-quality research requires building local teams and data collection systems, knowing the country, and establishing close working relationships.

**One of Laterite's key strategic goals is to create a collaborative and rewarding working environment for our staff,** where every team member feels engaged, represented, and heard. Laterite is committed to create opportunities for learning and career development within the team and across our offices.

**Laterite is committed to creating a diverse environment and is proud to be an equal opportunities employer.** All qualified applicants will receive consideration for employment without regard to race, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status.

## **Job Description & Key Responsibilities**

### **As a data collector, you will**

- Actively participate and complete training;
- Test the survey instruments and the sampling strategy in the field;
- Conduct interviews in the field following the survey instruments;
- Perform duties as allocated by your supervisor;
- Document issues that arise in the field and communicate them to your supervisor;
- Take responsibility for tracking expenses and reporting them to your supervisor;
- Assist in any other tasks related to the delivery of the project at hand as assigned by your supervisor.

### **As a transcriber, you will**

- Transcribing word-by-word the content of the recorded interviews;
- Correctly formatting the transcribed text as instructed;
- Responding in a timely manner to the feedback from reviews of submitted work;
- Communicating to DM any issue that would lead to not meeting the assigned deadline;
- Acting in a professional and honest manner and serving as example to fellow team members;
- Assisting in any other tasks related to the delivery of the project at hand.
- Demonstrate availability and presence to perform the services required.

### **As translator, you will**

- Translating the interview from the source to the target language;
- Anonymizing the translated document by replacing the names by initials (first letter of each name), and using the initials used before where one name is used to refer to the person whose names were mentioned earlier for consistency;
- Clarifying terms and concepts that would otherwise remain ambiguous or decontextualized;
- Conceptualizing the language in order to avoid misinterpretation, misunderstanding and loss of the intended meaning;
- Communicating to Senior Field Supervisor any issue that would lead to not meeting the assigned deadline;
- Acting in a professional and honest manner and serving as example to fellow team members;
- Assisting in any other tasks related to the delivery of the project at hand.

## **Profile**

Ideal candidates have experience in collecting quantitative data using electronic data collection instruments, are excellent communicators in English and Kinyarwanda, and have a minimum of a bachelor's degree in any field or currently enrolled in a university. Fluency in speaking other languages (e.g. French, Swahili...etc) is a plus. We strongly encourage individuals with field supervision experience to apply.

**Requirements:**

- Bachelor's degree in any field or currently enrolled in a university
- At least 3 months of experience with field data collection activities
- Excellent oral and written communication skills in Kinyarwanda and English
- Must be Rwandan nationals

**Application Process**

Qualified and interested candidates should upload the CV (**maximum two pages CV**) and complete the application form via our online platform by January 23, 2025, at 6:00 PM.

Click on this link to apply <https://form.jotform.com/250063829639565>

After submitting your application, you will receive an email inviting you to complete a 30-minute online assessment for which no special preparation is needed on **January 24, 2025**.

Successful candidates will be contacted with information regarding the next steps.