

## POSITION DESCRIPTION

<b>Position Title:</b>	Enumerator / Qualitative Interviewer ( 4 Positions)		
<b>Division/Unit:</b>	Global and Tropical Health Division, Timor-Leste		
<b>Report to (Role):</b>	Senior Project Coordinator, Timor-Leste		
<b>Classification Level:</b>	I1A5 - I1A12 (commensurate to experience and qualifications)		
<b>Status (FTE):</b>	1.0FTE	<b>Location:</b>	Dili, Timor-Leste
<b>Number of positions supervised:</b>	Directly:		
	Indirectly:		
<b>Special Provisions:</b>	<ul style="list-style-type: none"> <li>• Vaccinated against rabies or willing to receive the rabies vaccination.</li> <li>• Travel to municipalities, including participants' homes, to facilitate research activities and conduct follow-up visits as required.</li> <li>• Have a recent National Police Clearance Certificate.</li> </ul>		

### ABOUT MENZIES:

As one of Australia's leading medical research institutes dedicated to improving the health and wellbeing of Aboriginal and Torres Strait Islander Peoples, and a leader in global and tropical research into life-threatening illnesses, Menzies School of Health Research (Menzies) continues to translate its research into effective partnerships and programs in communities across Australia and the Asia-Pacific region.

### SUMMARY OF THE POSITION:

The Enumerator will support the Behavioural and Social Drivers (BeSD) study, which aims to understand the behavioural and social drivers of childhood vaccine uptake in Timor-Leste. The study is funded through the National Centre for Immunisation Research and Surveillance (NCIRS) and undertaken in collaboration with the Sydney School of Public Health (SSPH). The primary role of the Enumerator is to conduct high-quality qualitative data collection in selected communities, including in-depth interviews with caregivers, health workers, village leaders, and other stakeholders. Responsibilities include recruiting eligible participants, obtaining informed consent, audio-recording interviews, and accurately transcribing and translating data from Tetum into English. Enumerators are responsible for maintaining data quality, confidentiality, and ethical standards, participating in daily debriefings, and working closely with the Senior Project Coordinator to ensure reliable, culturally sensitive, and policy-relevant research findings.

Data collection for the BeSD study is expected to take place from April to May 2026, and the Enumerator position will be a fixed-term assignment of two months.

### PRIMARY RESPONSIBILITIES:

The following key responsibilities are not exhaustive and may include others as directed by Head of Programs at Menzies School of Health Research Timor-Leste Office.

- Conduct high-quality qualitative data collection, including in-depth interviews with caregivers, health workers, village leaders, and other stakeholders, in accordance with approved BeSD protocols and ethical standards.
- Obtain informed consent, audio-record interviews, and accurately transcribe and translate data from Tetum into English while ensuring data quality and confidentiality.
- Work closely with the Senior Project Coordinator, participate in daily debriefings, and apply feedback to ensure timely, culturally sensitive, and reliable research outputs.
- Work effectively with the Menzies Timor-Leste office support team, to ensure timely internal approvals for finance and other project needs.

### VISIT US

Rua de Be-Mori No.83  
 Bidau Lecidere, Nain Feto  
 Dili, Timor-Leste

### CONTACT

Ph: +670 7711 1910  
 menzies.edu.au  
 TIN: 4995170

- Demonstrate and maintain an understanding and awareness of relevant Workplace Health and Safety as well as Equal Opportunity principles and legislation along with a commitment to maintaining a healthy and safe workplace.
- In line with Menzies' vision and values, support the Government of Timor-Leste to strengthen capacity within the health system and conduct locally relevant projects and research.
- Overall responsibility for ensuring the program of research/study complies with in-country ethical and technical
- Any other tasks as reasonably required by the Supervisor or Head of Programs

**SELECTION CRITERIA:**

<b>1</b>	<b>Qualifications:</b>	Tertiary qualification in public health, social sciences, or another relevant field OR relevant training and/or certification in research methods, qualitative interviewing, research ethics, or data collection.
<b>2</b>	<b>Essential Criteria:</b>	<ul style="list-style-type: none"> <li>a) Experience in community-based data collection, surveys, or qualitative interviews, preferably in health or social research.</li> <li>b) Fluency in Tetum (spoken and written) with the ability to transcribe and translate into English accurately.</li> <li>c) Strong communication and interpersonal skills, with the ability to engage respectfully with caregivers, health workers, and community leaders.</li> <li>d) Demonstrated understanding of ethical research practices, including informed consent, confidentiality, and respectful community engagement.</li> <li>e) Ability to conduct interviews carefully, record data accurately, and produce high-quality transcripts and translations.</li> <li>f) Willingness and ability to travel to municipalities and remote communities as required.</li> <li>g) Ability to work effectively as part of a team and follow guidance from supervisors.</li> <li>h) High level of professionalism, reliability, and commitment to confidentiality</li> <li>i) Demonstrated capacity to work independently without direct supervision under broad direction and as part of a team.</li> <li>j) Ability to manage sensitive issues and maintain confidentiality.</li> <li>k) Demonstrated experience and competency with a range of computer software including the Microsoft Office Suite.</li> <li>l) Ability to build strong productive relationships within an organisation and collaborative external partnerships. Well-developed capacity to consult, collaborate and negotiate effectively with people from diverse cultures and a wide range of stakeholders.</li> <li>m) Willingness to learn, continuously improve and respond positively to feedback and supervision and make ongoing investment in own professional development.</li> <li>n) Hold or be able to obtain a National Police Clearance certificate.</li> <li>o) Understanding of and commitment to Menzies values, the principles of Equal Opportunity and contributing to a safe and inclusive workplace.</li> </ul>
<b>3</b>	<b>Desirable Criteria:</b>	<ul style="list-style-type: none"> <li>a) Experience working in health research with understating on research methods, qualitative interviewing, ethics, or data collection</li> </ul>

**STATEMENT OF DUTIES: Enumerator / Qualitative Interviewer**

The Behavioural and Social Drivers (BeSD) study in Timor-Leste is a qualitative research initiative led by the INSP-TL and partners to understand why some children remain unvaccinated (“zero-dose”) or fail to complete their measles-rubella vaccination schedule (MR2). The study uses in-depth interviews with caregivers, health workers, village leaders, and other stakeholders in selected urban and rural municipalities to explore beliefs, experiences, social influences, and practical barriers affecting vaccine uptake. By generating context-specific

insights into vaccine hesitancy, access challenges, and health system factors, the BeSD study aims to inform the development of an evidence-based immunization communication strategy and action plan to improve routine vaccination coverage and reduce zero-dose and under-immunized children in Timor-Leste

With support and supervision from the Senior Project Coordinator, the Enumerator will be responsible for the following tasks:

- Support coordination with local authorities, Community Health Centres (CHCs), PSFs, and community leaders in target areas.
- Conduct in-depth, semi-structured interviews with caregivers, health workers, village leaders, and other stakeholders using approved interview guides.
- Apply culturally sensitive and ethical qualitative interviewing techniques to generate accurate, reliable, and high-quality data.
- Support identification and recruitment of eligible participants in collaboration with local health and community structures.
- Clearly explain the study objectives and procedures and obtain informed consent in accordance with ethical requirements.
- Audio-record interviews (where consent is provided) and maintain accurate interview logs, participant codes, and daily field documentation.
- Transcribe interview recordings from audio into written Tetum accurately and in a timely manner.
- Translate transcripts from Tetum into English, ensuring conceptual accuracy and clarity of meaning.
- Review transcripts and translations to ensure accuracy, completeness, and consistency prior to submission.
- Maintain strict confidentiality and securely handle all recordings, notes, and study materials.
- Participate in daily debriefings, reflection sessions, and supervision meetings with the field team.
- Incorporate feedback to continuously improve interviewing, transcription, and translation quality.
- Support field logistics and scheduling of data collection activities in coordination with the Senior Project Coordinator.
- Assist with data organization and preparation for analysis and dissemination activities.
- Perform other duties as reasonably requested by the Supervisor or Country Manager.

---

Approved by:	Country Manager
Reviewed and approved by:	TL Human Resource
Date Approved:	23 <sup>rd</sup> February 2026