

Field Researcher

Job code: SEAM/F/C-11

Full Job Description

We are recruiting individuals who are experienced in carrying out field work in one or more of the following specializations:

- Products and services branding, promotion and awareness.
- Private education program related to secondary school.
- Healthcare for elderly wellbeing.
- Conservation of natural ecosystem related to urban green reserve area.
- Environmental and social impact assessment on commercial and residential development.
- Regulation and enforcement.

Job Reporting Line

The incumbent shall work under the supervision of respective Head of Working Group to execute feasibility study and report back to the management.

Job Requirements

- Visit assessment locations and where necessary select appropriate key informants and households according to relevant assessment methodology.
- Conduct qualitative or quantitative surveys and collect data, using methods such as questionnaires and others which may involve field, interview or focus group assessments according to study requirements set by the management.
- Complete questionnaires through digital devices and applications and submit to online central data processing.
- Identify and report problems on field work in obtaining valid data.
- Ensuring completeness and consistency of collected information.
- Review data collected after field work before submitting to Head of Working Group.
- Undertake structured/semi-structured observations and fill in appropriate forms.
- Participate and actively contribute to data review meeting, inputting field knowledge into the data analysis.
- Interpret survey questions to help respondents' comprehension.
- Prepare report on findings to be submitted to management.
- Undertake any tasks as and when required by the management.

Qualifications and Preferred Skills

Education

- Diploma/equivalent/higher.

Experience and Skills

- Minimum 6 months (contractual basis) to 2 years of experience in related fields.
- Able to write good reports on findings of survey and assessment and present to the management.
- Able to provide useful input on the needs of survey to be conducted.
- Able to understand instructions and converse fluently in English and local language.
- Having ability to converse in other languages and dialects is an added advantage.
- Proficient in using email, Microsoft Office Applications, telephone and typing.
- Having customer service experience is an added advantage.
- Pleasant personality and appearance, customer service-minded, good communication, and high interpersonal skills.
- Proactive, dynamic, positive, passionate, and collaborative attitude.
- Preferably those with valid driving license and possess own vehicle due to frequent travelling requirement. Those without own transport are also encouraged to apply.
- Able to travel overseas (possess international passport).
- Comfortable in doing field work.
- Understand the requirements of good environmental and social practices.

Additional Information:

Career Level

Junior Executive

Job Type

Permanent or Contractual basis

Industry

Consultancy (Business Management), Professional Services

Benefits & Others

Regular hours, Monday – Saturday, Business Casual Attire