

CENSUS OF POPULATION 2006

Vacancies for

4,500 CENSUS ENUMERATORS

1. Background

The next Census of Population will be held on 23 April 2006. The Central Statistics Office requires 4,500 Enumerators countrywide to carry out the census fieldwork over an 8-10 week period during March-May 2006. The work will mainly involve the delivery and collection of census forms to every household in an assigned area. The work will be conducted mainly in the evenings and at weekends. The positions are temporary and part-time. The fees payable are set out overleaf.

2. Essential requirements - to be eligible for consideration candidates must

- be prepared to devote a minimum of 25 hours per week, mainly in the evenings/weekends, to census duties (including training) for a period of 8-10 weeks from March 2006
- in rural areas – hold a current, full driving licence and have the full-time use of a motor car for the period of employment (this is not a requirement for urban areas)
- have the ability to understand and execute detailed instructions issued by the Central Statistics Office for the census enumeration (including map reading)
- have secure storage for census documents.

3. Desirable that candidates should have

- a good general education
- experience in dealing with the public with good communication skills
- in Gaeltacht areas, have a working knowledge of Irish
- some survey, market research or practical social work experience.

4. Applications

Applications will be accepted only on the enclosed form **ENU 2** which should be completed in full and returned direct to Census Recruitment, Swords Business Campus, Balheary Road, Swords, Co. Dublin. Your PPS No. is essential for the speedy processing of your application. Candidates should retain this form (**ENU 1**) for reference. Latest date for receipt of completed application forms is **Friday 6 January 2006. Canvassing will disqualify.**

5. Selection interviews

Applicants may be shortlisted for interview on the basis of the information supplied on their application form. Selection interviews will be held in January/February 2006. The onus is on all candidates to make themselves available for interview (if requested) on the date/time/location specified by the Central Statistics Office. Any expenses incurred in attending for interview and, if successful, in subsequently taking up employment must be borne by the candidate.

6. Enumerators' fees and allowances	€
Training	135.00
Total for each household enumerated	3.80

of which:

(a)	<i>Listing (per household)</i>	<i>0.30</i>
(b)	<i>Delivery (per household)</i>	<i>0.50</i>
(c)	<i>Collection (per household)</i>	<i>3.00</i>

Summarisation	215.00
Terminal Bonus (payable only on satisfactory completion of all assigned duties)	420.00
Home Storage allowance	140.00

Travel Allowance (as appropriate)

Fees payable for communal establishments with up to 15 residents will be as for private households. For larger communal establishments, an additional €3.00 will be payable for every 15 persons in excess of the first 15 enumerated.

7. Gross earnings

Average earnings are expected to be in the region of €2,200 gross for 25 hours per week over a 10 week period. Exact earnings will, however, depend on the number of households enumerated.

8. Insurability

Employment is insurable under the Social Welfare Acts. Under the Pay Related Social Insurance (PRSI) Contribution Scheme, a comprehensive Pay Related Social Insurance contribution will be collected through the PAYE Tax System whether or not an Enumerator is liable for Income Tax. Deductions made will include the appropriate contribution under the Health Contribution Acts unless the Enumerator satisfies the Central Statistics Office s/he is exempt from contribution under these Acts.

MAIN DUTIES OF A CENSUS ENUMERATOR

1. Background

A large force of temporary field personnel will be required for the enumeration of the 2006 Census of Population. For census purposes, the country will be divided into 40 designated “regions” each comprising some 10 “field districts”. The field force structure is as follows:

6 Census Liaison Officers, 40 Regional Supervisors, 400 Field Supervisors and 4,500 Enumerators.

Enumerators are responsible for the delivery and collection of the census forms in local areas. They will be employed for a period of 8-10 weeks between March-May 2006 on a part-time basis. The work will be conducted mainly in the evenings and weekends. The work involves direct contact with the public. It requires tact, consideration and patience to win the confidence and co-operation of householders. The work may require a considerable amount of walking and/or climbing of stairs. The area assigned to each Enumerator is known as an EA (Enumeration Area). It will usually comprise about 350 households.

An Enumerator must:

- follow all instructions issued by the Central Statistics Office for the enumeration
- be able to read maps
- be capable of doing both vertical and cross totals (required for summarisation)
- keep accurate records of the time spent on and the progress of the fieldwork.

2. Training

Enumerators will be trained by their Field Supervisors immediately following appointment. Training sessions will take place in the Field Supervisors’ homes or in convenient local centres. The census enumeration procedures will be fully explained and practised at these sessions.

3. The main duties are divided into the following phases

Visual survey

Before the delivery phase commences, each Enumerator must carry out an extensive visual survey of the assigned EA. Each dwelling identified in the visual survey is recorded on an Enumerator Record Book and on a copy of an up-to-date Ordnance Survey Map of the EA.

Delivery stage

Census household form(s) must be delivered to each household (private and non-private) before census day (23 April 2006). Every person present in the household on census night must be enumerated on a census form.

Collection stage

The collection of the census forms begins immediately following census day (from 24 April 2006) to ensure collection from transient populations in hotels, guesthouses etc. Repeated call-backs to private dwellings are often necessary as householders may be absent at the time of the first call. The Enumerator is required to check the census form for completeness at the doorstep and enquire further regarding any obvious omissions. The collection stage usually takes 3-4 weeks to complete.

Summarisation stage

Following the collection stage the Enumerator compiles population summaries for the assigned EA and returns the census forms via his/her Field Supervisor.

PRINCIPAL CONDITIONS OF EMPLOYMENT

1. Tenure

The position is temporary and part-time. Appointment will be terminated when an Enumerator has completed all assigned duties. Employment may be terminated at any time by one week's notice in writing on either side.

In the event of misconduct or unsatisfactory discharge of duty, the employment may be terminated by the Central Statistics Office at any time without notice.

Where an Enumerator's appointment is terminated, whether by himself/herself or by the Central Statistics Office, before the assigned duties have been completed, fees due (if any) will be assessed by the Central Statistics Office on the basis of its estimate of the proportion of the total work s/he has satisfactorily completed. **No bonus will be payable in any such case.**

2. Bonus

The terminal bonus of €420 is payable only on satisfactory completion of all phases of the work. Under no circumstances will an Enumerator be paid a bonus in excess of that amount.

3. Duties

Enumerators will be required to carry out any duties that may be assigned to them during the duration of their employment by direction of the Director General of the Central Statistics Office.

4. Use of a motor car for official duties

The onus will be on Enumerators who are required to use their motor cars for official duties, to satisfy themselves, in consultation with their Insurance Companies, that their motor insurance policy would cover their car and their driving while engaged on Census of Population duties. They must also hold a current, full driving licence.

5. Insurability

Employment as an Enumerator is regarded as insurable employment under the Social Welfare Acts. Current regulations relating to Pay Related Social Insurance contributions will, therefore, apply to the employment.

6. Confidentiality/Official Secrecy and Integrity

The confidentiality of all information collected in a Census of Population is protected by law. Those appointed become Officers of Statistics under the Statistics Act, 1993 and will be required to sign an undertaking not to divulge any information obtained in the course of their duties to any unauthorised person or body. They will also be subject to the provisions of the Official Secrets Act, 1963 as amended by the Freedom of Information Act, 1997 and Freedom of Information (Amendment) Act, 2003 and to the rules governing civil servants and politics.

Each Enumerator will be supplied with an authorisation card certifying his/her appointment. This card must be carried at all times while the Enumerator is on duty and must be produced and shown on demand.

7. General

Acceptance of appointment as a temporary part-time Enumerator implies acceptance of these conditions of employment and of the fees payable for the relevant duties (as outlined on page 2).