

National Statistics Office

Job Description

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| Job Title: | Summer Survey Interviewer |
| Grade: | Scale 8 of CA 2023-2028 between MSA & UHM |
| Responsible to: | Head of Unit |

Overall Purpose of Position

The role of a Survey Interviewer is to conduct interviews, primarily for the Tourstat survey collected from the Malta International Airport.

Main responsibilities of the job include:

- Carry out face-to-face interviews in-line with set methodologies;
- Enter collected data electronically through a computer or any other portable media device;
- Take counts of travelling passengers;
- Carry out other tasks as may be assigned by the management;
- Adherence to internal Policies related to Human Resources and Information Security.

The incumbent must have:

- Good written and verbal communication skills in Maltese, English and a third European language (preferably French, German, Italian or Spanish).;
- Very good computer literacy skills;
- Good knowledge of Microsoft Office applications (preferably with a European Computer Driving License - ECDL qualification);
- Strong interpersonal, communication and organizational skills;
- An aptitude for and skill in interviewing techniques and procedures;
- An ability to interact with the public.

Requirements

- Qualifications
 - O'Level standard of education. Preferences will be given to passes in languages.