

Position Title: Enumerator (Telephonic Survey)
Department: Monitoring, Evaluation, Research & Learning (MERL)
Location: Karachi
Duration: 15 Days

Background

Legal Aid Society (LAS) intends to hire enumerators for conducting telephonic surveys with beneficiaries and stakeholders. The enumerators will support data collection activities to generate reliable evidence for monitoring, evaluation, and learning purposes.

Scope of Work

The enumerator will be responsible for the following tasks:

- Conduct telephonic surveys with beneficiaries and relevant respondents following approved questionnaires
- Ensure ethical standards, informed consent, and confidentiality during data collection
- Accurately record responses in Excel/Google Sheets or designated data collection tools
- Maintain data quality, completeness, and consistency
- Coordinate with the MERL team for daily progress updates and clarifications
- Meet daily/weekly call targets as assigned
- Participate in training, briefings, and debriefing sessions as required

Key Responsibilities

- Make outbound calls to beneficiaries/respondents for data collection
- Clearly communicate survey questions in **Urdu and Sindhi**
- Enter data accurately and in a timely manner
- Flag inconsistencies or challenges faced during calls
- Adhere to LAS safeguarding, confidentiality, and data protection protocols

Required Qualifications & Skills

- A balanced mix of male and female candidates is encouraged to ensure respondent comfort
- Fluency in both Urdu and Sindhi (mandatory)
- Strong verbal communication and interpersonal skills
- Good data entry and record-keeping skills
- Working knowledge of Microsoft Excel and/or Google Sheets
- Willingness and ability to work full-time from the office

Preferred Qualifications

- Prior experience in telephonic surveys, call centers, or research/data collection assignments
- Experience working with NGOs, social sector projects, or community-based surveys

EEO Statement:

Integrated into our shared values is LAS's commitment to diversity and equal employment opportunity. All qualified applicants will receive consideration for employment regardless of sex, age, race, colour, creed, religion, disability, sexual orientation, gender identity, or any other characteristics or conduct protected by law. LAS is committed to being an inclusive organization where all people are treated fairly, recognized for their individuality, promoted based on performance and encouraged to strive to reach their full potential. We believe in understanding

and respecting differences among all people. Every individual at LAS has an ongoing responsibility to respect and support a diverse environment.

Protection Against Sexual Exploitation and Abuse:

Legal Aid Society (LAS) is committed to the prevention and protection from all forms of sexual exploitation and abuse (SEA). LAS explicitly prohibits its staff, associates, partners, consultants, or any other representatives associated with the delivery of its work from:

- Engaging in any form of sexual exploitation or abuse;
- Sexual activity with children (persons below the age of (18) irrespective of a mistaken belief of the age of the child which shall not amount to a defence);
- Exchange of money, employment, goods or services for sex, including sexual Favors or other forms of humiliating, degrading or exploitative behaviour, is prohibited. This includes any exchange of assistance that is due to beneficiaries of assistance;
- Sexual relationships between LAS staff and beneficiaries of assistance, since they are based on inherently unequal power dynamics, undermine the credibility and integrity of the work of LAS and are strongly discouraged.

Apply By:

Interested candidates may apply online latest by 12th January 2026.

In case of any query please email at **hr@las.org.pk**

Only Shortlisted candidates will be called for test & interview.

The organization reserves the right to reject any or all applications.

For further information please visit <http://www.las.org.pk>