



Survey Enumerator

Part-time (40-60%)

Company Overview

Tameo Impact Fund Solutions is a Swiss impact investing specialist serving the financial industry with independent expert solutions. Tameo guides investment funds, managers, and investors through the entire impact investing journey. It offers the most comprehensive online database of impact funds, customized analyses, and independent valuations. Through its research and advisory services, Tameo empowers clients to move towards best-in-class impact measurement & management. Tameo acts as the business services manager of the Swiss Investment Fund for Emerging Markets (SIFEM).

Learn more: <https://tameo.solutions>

Role Overview

For the purposes of a one-year project for the World Bank, Tameo is seeking a Survey Enumerator to join our Research unit and contribute to the success of the World Bank Enterprise Survey Switzerland 2025. This role involves conducting face-to-face and/or online interviews with Swiss-based firms across various sectors. You will work closely with our Research team to gather high-quality, standardized data, ensuring consistency and comparability across respondents.

This part-time role is available for 2025 on a one-year contract, with the potential to transition to a permanent position in 2026 based on performance and our expanding operations.

Key Responsibilities

The Survey Enumerator is essential to delivering high-quality survey results and will be responsible for:

- **Participation in training:** Complete initial training (5 days, in Geneva, in January) on survey content and question framing.
- **Pilot survey execution:** Conduct a pilot questionnaire, identifying and documenting data quality gaps with solutions for improvement.
- **Survey administration:** Run a large-scale survey, collecting specific metrics from Swiss-based firms across various regions.
- **Data management:** Accurately centralize collected data into Tameo's data platform.
- **Reporting:** Regularly update the Research team on survey progress and immediately flag any bottlenecks that could impact deadlines.

Qualifications

- **Experience:** 1-2 years in data collection, research, or survey administration. Experience in impact investing is an advantage.
- **Languages:** Candidates must be fluent in at least one official Swiss language (two is preferred), along with proficiency in English for team communication and accurate data entry.
- **Availability:** Flexible availability, ranging from 40-60% throughout 2025. A one-year contract with potential for a permanent role based on performance.
- **Technical skills:** Familiarity with data collection tools or applications is an asset.
- **Work environment:** Access to a personal laptop/computer with a stable internet connection and willingness to travel within Switzerland.
- **Location:** This remote role requires the applicant to be based in Switzerland. Proficiency in one of the local languages (French, German, Italian) is essential.

What We Offer

- **Meaningful work:** Contribute to the growth of our market intelligence by gathering data that drives transparency and better decision-making for positive change.
- **Professional growth:** Opportunity to transition to a full-time permanent position in 2026 based on performance.

Application Process

Interested candidates are invited to submit their resume and a brief cover letter detailing their interest in the position to contact@tameo.solutions by **06 December 2024 at 6:00 pm CET**. Up to four candidates will be selected for this position. Applications will be reviewed on a rolling basis.

- **Desired start date:** January 2025
- **Location:** Switzerland