Position: Health Information Officer  
Location: Base in Pangsan to cover Pangwaun, Namhpam, Mongmao, and Matman Township, Northern Shan State  
Report to: Program Manager

Organization Background: Health Poverty Action was founded in 1984 and is an international NGO working on health and its social determinants with headquarters in London. Our vision is a world which the poorest and most marginalized enjoy their right to health. We work with some of the poorest and most marginalized communities in Africa, Asia and Latin America, often in very difficult environments and fragile states. HPA works to enable these communities to achieve both immediate and long-term improvements to their health, promoting the realization of “everybody has access to primary health care service”. Our work in Myanmar mainly includes maternal and child health care, expanded programme of immunization, community health education, prevention and treatment of infectious diseases, WASH and humanitarian assistance etc.

Job Purpose: Responsible for Health Management Information System (HMIS) data management in target project area, including register, entry and analysis of health information, and sampling verification, and assisting to train and coach health staff and volunteers.

Job description:
1) After full understanding of the project community and careful study of the technical guidelines produced by WHO, UNICEF, the ministry of health, and the HPA health program and technical guidelines, work with Regional and Yangon office technical/HMIS officers to implement health management information systems in project area.
2) Formulate the work plan of health information management in the project area based on the project proposal, logical framework, definition of indicators and local needs.
3) Work with Regional and Yangon office technical/HMIS officers to adapt/update appropriate training manuals on health information collection and analysis for project indicators.
4) Collect and analyze project-related health information from project stakeholders, township health department and village health committee.
5) Work with Regional and Yangon office technical/HMIS officers to adapt/update the health information statistics/registration forms, CARDS and brochures of the projects.
6) Work with program officer to conduct coaching or assistant to health volunteers and basic health staff to implement the project work plan, including data collection, entry, proofreading and analysis.
7) Supervise the completion of work plans of health volunteers and basic health staff to register, input and analyze health information, and conduct sampling verification.
8) Coordinate and maintain close relationship with the government departments and local authorities to share project information with the above units on a quarterly basis,
including specific work progress, disease and health data and statistical analysis of information.

9) Coordinate and maintain close relationship with health officials from the government departments and local authorities and partners.
10) Gather case study and share experience within HPA and NGO community.
11) Other reasonable tasks assigned by the line supervisor/ manager.

**Qualification requirements**

**Essential qualifications:**
1. Major in public health, community health, or other related areas;
2. Diploma education or above;
3. NGO or health project work experience;
4. Proficient in 2 languages among Burmese, English, and Chinese
5. Good communication skills and organizing ability;
6. Willing to work in remote, ethnic areas

**Preferable qualities**
1. Skilled in use of computer and Office software;
2. HMIS training or work experience.

**Benefit package**
1) Pension, medical insurance, hardship allowance and other allowances as per organization policy
2) 15 days of annual leave
3) Accident insurance

**PSEA Clause**
HPA has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone’s responsibility and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, at all times (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.

**Notice Deadline: Open until filled**

If you are interested, please send your resume (with a photo attached) to hr.hpaygn@gmail.com and guangyun.zhang@healthpovertyaction.org.cn, and copy to hreapo@healthpovertyaction.org. Please refer to the position applied in the email subject. Only shortlisted candidates will be interviewed. HPA will not inform those who are not invited for interview.