



# INTERNATIONAL RESCUE COMMITTEE

Vacancy Announcement-Ref No.51791-1716

(National Only)

## Four Core values of IRC

### Integrity

We are open, honest and trustworthy in dealing with clients, partners, co-workers, donors, funders and the communities we affect.

### Accountability

We are accountable—individually and collectively—for our behaviors, actions and results.

### Service

We are responsible to the people we serve and the donors who enable our service.

### Equality

We strive for equal outcomes for all clients and colleagues by promoting equitable access to opportunities and services.

## From Harm to Home

The **mission** of the IRC is to help people whose lives and livelihoods are shattered by conflict and disaster to survive, recover, and gain control of their future. [www.theirc.org](http://www.theirc.org)

Who receives IRC's services?	the most vulnerable populations
Which sectors?	Livelihoods, water & sanitation, women protection & empowerment, protection, health, social development
When began in Myanmar?	2008
What position you are applying for?	M&E Officer
Number of Opening	1
Who you report to?	Project Manager
Where you work?	Lashio, Northern Shan State
When you start working?	Immediately
What will you get?	Basic Pay + Fringe Benefits (Health Insurance + Annual Group Life Insurance + Annual 13 <sup>th</sup> Month Pay + Gratuity + Leaves Entitlements)
When can you apply?	During 14 May 2024 to 24 May 2024
What IRC expects from you?	Zero tolerance with financial fraud, sexual harassment, sexual violence, child abuse, abuse on beneficiaries. The applicant is expected to abide by IRC's policies related to safeguarding. IRC defines safeguarding as "An umbrella term that covers both staff and client-facing protection from exploitation and abuse".
What is your Job Scope?	<b>Scope of work:</b> The principal objective of the M&E Officer is to provide project manager with a comprehensive analysis of the health situation in the IDP camps and isolated communities where IRC and its partner provide emergency health services, in order to enable him/her to design, reorient or adjust the health care programs and activities in these areas. <b>Under the direct supervision of the Project Manager</b> and in coordination with M&E Technical Unit, the M&E Officer is responsible for the regular preparation, consolidation and circulation of elaborate data collection, compilation, and analysis reports for both Mobile clinics and Health Promotion activities. The M&E Officer is also responsible for ensuring and improving data quality not only with IRC but also with Partner Organization and he is main responsible person to build M&E system and technical support of Partner Organization. The M&E Officer will also assist project manager and senior health coordinator to guarantee the necessary synergic alignment between IRC's data

trend analysis and the health cluster's info sharing and data collection strategies/tools.

The main duties of the M&E Officer are listed below. However, the employee is expected to be flexible and participate to other relevant functioning of IRC Mission as a whole, to the best of his/her abilities.

### **Main Responsibilities**

#### **Follow up of the Health Information System–Emergency Primary Health Care and Community Health.**

- Manage the transition of IRC's Muse health management information system (HMIS) from a paper- driven system to a digital system based on mobile data entry using the open data kit (ODK) platform.
- Manage all HMIS databases, ensuring that they are regularly updated, cleaned, and that confidentiality is protected where appropriate.
- Coordinate all HMIS data entry and reporting, including:
  - Coordination with M&E officer and Senior Medical doctor of partner organization to ensure timely and accurate data entry and reporting of all activities including clinic consultation records, emergency referral, nutrition activities and health promotion activities.
  - Coordination with community health officer of partner organization to ensure timely and accurate data entry and reporting of community health activities.
  - Coordination with roving mobile clinic team to ensure timely and accurate data entry of emergency response activities.
  - Coordination with mobile teams and partner organization in order to get timely update of demographic data.
  - Aggregate all above data into consolidated monthly HMIS database and share monthly with Project Manager and Yangon M&E technical unit.
- Work to improve presentation of key data through the development of excel dashboards etc.
- Where necessary, revise and upgrade data collection tools and methodologies and ensure maximum harmonization/dissemination among mobile clinic and health promotion teams.
- Verify that HMIS reports formulated by mobile clinics, and community health teams contain all the needed information and are in line with consolidated data collection scheme and priorities.
- Share verified HMIS reports to program teams of both IRC and partner organization.

#### **Surveillance of infectious diseases and early detection**

- In coordination with the mobile teams and project manager, act as Disease Surveillance monitor; Build disease surveillance monitoring tools to detect major and sudden changes in the infectious disease's epidemiological situation at the camp level.
- Collect, combine, and analyze the data of Weekly Epidemiological reports sent by the Medical Doctors of each mobile clinic.
- Update the epidemiological profile and follow up the trends of infectious diseases in Camps.
- Assist project manager deliver feedback to Senior Health Coordinator-Eastern and Mobile Clinic team for timely actions.
- Detect suspected outbreaks or clusters of diseases and inform immediately the project manager and mobile teams.
- Under the guidance of the project manager, provide in-depth analysis and reports of outbreak situations and collaborate with the mobile teams to revise the most appropriate response.

- Participate to specific trainings and workshops/events on early detection and monitoring of outbreak responses in IDP camps.
- Coordinate with the mobile clinic teams to ensure proper data collection and follow up during outbreak responses, including monitoring achievements.
- Drafting and preparing Outbreak response report.
- Conduct, when necessary, outbreak investigation and surveys in the camps.

#### **Training, capacity building and technical support**

- Train all staff (both IRC and partner organization) on the use of relevant HMIS tools to collect and report key health and PHC activity data on time.
- Collaboration with project manager in revising data-collection and emergency HIS specific training schemes for mobile clinic health staff, community health officers, community health assistants and VHWs (CHW/AMW).
- Assist project manager to conduct specific training on epidemiology and HIS for-program staff and VHWs when needed.
- Provide capacity building and technical support to M&E Officer of partner organization regularly.
- Conduct data quality audit to partner organization quarterly and as necessary to ensure proper data collection and storage.

#### **Monitoring and Evaluation**

- Perform sustained monitoring of health and health promotion indicators, including trend analysis.
- Analyze specific PHC data and health data and keep the Senior Health Coordinator and the Project Manager informed about health trends and surveillance trajectories.
- Manage databases for quarterly assessment process of PHC clinics and provide reports to project manager.
- In coordination with the program teams, manage database for the program's complaint mechanism, logging complaints received, and actions taken.
- Assist project manager and M&E technical unit in conducting relevant assessment and survey related to program development, evaluation and accountability mechanism.

#### **Reporting and meeting**

- Provide on time consolidated and verified HIS reports to project manager and share to program teams.
- Under the guidance of the project manager, extract and send specific HIS reports to shareholders, such as township, district and state health department.
- Assist project manager in donor reporting, and other relevant reporting as required.
- During the monthly coordination meeting, the M&E officer will provide presentations of the health situation in camps that will help the Senior Health Coordinator-Eastern and Project manager give recommendations for required actions to be taken.
- Ensure regular dissemination of Outbreak response bulletins to the Project Manager, Senior HC- Eastern whenever necessary.

#### **Other**

- In collaboration with other members of the health project team, participate in the design and implementation of formative assessments and baseline studies in order to identify health priorities and practices among the IDP and community.
- Remain flexible to perform other duties as required or requested.

**What should you have?**

**Education**

- B.Comm.H or degree related with public health

**Experiences**

- At least one year experience in M&E related field, and at least 1 year experience in public health, INGO, NGO fields.

**Competencies**

- Favorable to person with experience on emergency response to disaster area, surveillance, control of communicable diseases in disaster area and emergency need assessment during disaster/ conflicts
- Proven computer skills (Microsoft office package)
- Adaptable, flexible and mature in judgment
- Good assessment, analytical, planning and reporting skills.
- Strong mentorship in capacity development

**Language**

- Good English language skill (both oral and written)

Deadline	Application Link
<b>5pm on Friday, May / 24 / 2024.</b>	<a href="https://rescue.csod.com/ux/ats/careersite/1/home/requisition/51791?c=rescue">https://rescue.csod.com/ux/ats/careersite/1/home/requisition/51791?c=rescue</a>
<p><b><u>Notes:</u></b></p> <ul style="list-style-type: none"><li>➤ IRC is an Equal Opportunity Employer and considers all applicants on the basis of merit without regard to race, sex, color, national origin, sexual orientation, age, marital status, veteran status or disability.</li><li>➤ Candidates are required to declare in advance should there be any relative or family member currently employed in IRC. Failure to do so, he/she will be subjected to the termination of the employment contract even after successfully selected.</li><li>➤ <b>IRC regrets to inform you that only short-listed candidates will be contacted.</b></li></ul>	