

## Vacancy Announcement

### Background

MSI Reproductive Choices also known as Marie Stopes International, an international non-governmental organization (INGO) implements sexual, reproductive, maternal, newborn, adolescent and child health, and HIV prevention, treatment and care interventions in a range of locations in Myanmar. MSI delivers information, commodities and services through centre based, mobile outreach, social marketing channels and other effective and adaptive approaches. As a social business, MSI Reproductive Choices focuses on sustainable delivery, efficiency, and funding models that are built to last, so that the women and girls we serve today will have a choice in the future too.

MSI Reproductive Choices seeks qualified and experienced candidates for the following position:

Title:	<b>Data Entry Cum Office Assistant</b>
Number of Opening	<b>One</b>
Duty Station:	<b>Bahan Township, Yangon Region</b>
Reporting to:	<b>National Sales Manager</b>
Duration:	<b>up to December 2024</b> <b>(Renewable subject to satisfactory work performance and fund availability)</b>
Opening Date:	<b>19<sup>th</sup> April 2024</b>
Closing Date:	<b>3<sup>rd</sup> May 2024, 5:00 PM</b>

### Overall purpose

Data entry cum office assistant will support for preparation, organizing, tracking, and entering data and customer information of CS unit and assist in preparation of monthly report, record keeping. Other duties may include supporting in day-to-day administrative work and operation activities as needed.

### Duties and Responsibilities:

- Collect monthly secondary sales data of commercial sales channels, data entry, data cleaning and verification.
- Maintain and update CS data base by entering new and updated sales and customer information.
- Compiling, verifying and development of Sales Dashboard, and preparation of monthly reports.
- Maintain and update Market survey data base by monthly basic.
- Compilation of social media data, data cleaning and update the report.
- Update Customer helping data after data entry and combination.
- Reviews the quality of the data and perform quality checks to ensure appropriate data
- Update data backup for every day.
- Check, Clean and finalize and prepare report for quarterly willingness to pay survey.
- Record an update daily Forex rate.
- Submit data sets and present findings to supervisors.
- Assist the National Sales Manager and Marketing Manager with the data analysis required for data visualization through Power BI
- Maintain data security and confidentiality.
- Organize meeting, training, and event of CS unit
- Taking notes and record related to CS activities and meeting.
- Assist in ordering, stocks taking for commodity security of CS products
- Keep the department documents properly.
- Assist and in day-to-day departmental administrative works.

## **Qualifications**

- Must be any bachelor's degree holder.
- Experience in data entry process and analysis.
- Advanced Microsoft office and willingly to learn other databases.
- Experience in Power BI for visualization.
- Knowledge on basic administrative procedure and practice
- Must be self-motivated, highly organized, and able to meet deadlines.
- Experience in working with managing large, complex data sets.

## **Skills required**

- Previous experience with MS excels and formulation.
- Ability to work with Power BI
- Excellent typing skill
- Average in English language skill
- Ability to work in a team environment.
- Experience in office administration practices

## **Person Specifications:**

- Interested in Non-discriminative humanitarian works
- Work experience with social development organization preferable
- Ability to work without close supervision
- Ability to work as a team member and to work with people of different levels and background
- Good Interpersonal communication

## **Safeguarding Commitments and Values of MSI**

MSI Reproductive Choices is committed to safeguarding: promoting the welfare and safety of everyone involved in the delivery or receipt of our services, especially children, young people and vulnerable adults.

MSI Reproductive Choices has zero tolerance towards sexual exploitation and abuse and sexual harassment and other types of abusive conduct (i.e., discrimination, abuse of power and harassment); and fraud, bribery and corruption. To ensure that individuals with a substantiated history of any of those misconducts are not hired by the organization, our selection process will include rigorous background checks related to PSEAH including child abuse.

MSI team members are expected to actively promote and live by our core values: mission driven, client centered, accountable, courageous, resilient, and inclusive. As we embrace diversity, equality and inclusion principles in our work and encourage applicants from diverse backgrounds to apply.

**To Apply:** Interested person should submit the application letter, curriculum vitae with relevant documentation and a recent photo to the address below. If sending your application via email, please mention the position and location applied for in the subject line. Only short-listed candidates will be contacted.

**Applications should be addresses to:** **Human Resources Department**  
**MSI Reproductive Choices**  
**No 25/A-8, Aye Yeik Thar (2) Street, New University Avenue**  
**Road, Saya San Ward, Bahan Township, Yangon , 11201,**  
**Myanmar**  
**Email: [recruitment.msmyanmar@gmail.com](mailto:recruitment.msmyanmar@gmail.com)**

**Note:** Applicants are also requested to mention in the applications if there are blood/marriage relationships with the existing employee of MSI. Employment contract will be terminated if failure to do so.