

## **Vacancy Announcement**

(VA- 050/2025)

Position Title – **Data Assistant**

Number of Position – **1 Post**

Location – **Sittwe Township, Rakhine State**

Grade – B2

Closing of Application – **4<sup>th</sup> July 2025, 5:00 PM MMR Time**

Our organization is a non-profit organization operating in Myanmar. We implement health programs aimed at strengthening and improving community access to coordinated, effective, and comprehensive healthcare services. Our key focus areas include disease control, RMNCHN (Reproductive, Maternal, Newborn, Child, and Adolescent Health and Nutrition), WASH (Water, Sanitation, and Hygiene), and emergency response initiatives.

### **Position Summary**

Under the overall supervision of the Regional TB Officer and the direct supervision of the Team Leader in Sittwe, the Data Assistant is responsible for effective and client-centered management of NTP\_ Sittwe and TB Project within Project Area. The project is to conduct the activities of community based active case finding on drug sensitive TB patients and daily DOT provision on drug resistant TB patients.

### **Key Responsibilities and Accountabilities**

- ❖ Assist Team Leader in the design and development of new databases, modification of database structures.
- ❖ Ensure data entry for project data in database appropriately and on a regular basis.
- ❖ Take responsibilities for compilation of data, completion of data, data cleaning and data improvement activities.
- ❖ Check, clean, verify and finalize monthly project data inputs.
- ❖ Perform data backup every day.
- ❖ Check and finalize monthly project indicators achievement for timely reporting

- ❖ Systematically keep all project data soft files under the supervision of Team Leader.
- ❖ Record the participant lists; meeting minutes and any related documents for respective project activities for M & E purpose.
- ❖ Prepare monthly, quarterly and yearly progressive data.
- ❖ Well communicate with Regional TB Officer & Team Leader in data cleaning.
- ❖ To collaborate and communicate well with township medical officers, township TB coordinators and Local BHS in mobile team visits.
- ❖ Assist the Team Leader in the preparation of monthly/quarterly reports.
- ❖ Report immediately to Team Leader any issues related to data and database.

### **Others**

- ❖ Perform other duties as assigned by supervisor.
- ❖ Respect and regard Organization Policy.

### **Skill and Requirement**

- ❖ A Bachelor's degree and at least one year of experience in a related field
- ❖ Ability to use computer programs such as Microsoft Word, Excel (Advanced), PowerPoint, and Access
- ❖ Ability to use statistical software and data analysis software
- ❖ Good oral and written English, analytical skills, and report writing skills
- ❖ Ability to work systematically, accurately, independently and under pressure in a physically challenging environment
- ❖ Flexibility - ability to work with multi-disciplinary and multi-cultural people, open-minded, good communication skills, ability to listen and diplomacy
- ❖ Able to travel hard-to-reach areas
- ❖ Respect and regard Organization Policy.

## **What we offer is:**

- ❖ Competitive Salary (40 hours per week)
- ❖ 13 months bonus
- ❖ Yearly increment
- ❖ Communication Allowance and Health Care Allowance
- ❖ Cost of Living Allowance in defined areas
- ❖ All gazette public holidays as paid off-days
- ❖ 18 paid leave days annually, including 6 casual leave days.
- ❖ Additional leave types: medical leave, compensatory leave, compassionate leave, maternity and paternity leave, and training leave.
- ❖ Life Insurance package

## **How to Apply**

Candidates are required to submit their application, which should include a **curriculum vitae and an application letter**, as a single attachment in either Word or PDF format. Applications must be sent to **headquarter.hrm@gmail.com**, with the subject line clearly stating "**Data Assistant VA-050/2025**".

**Remark:** Applications will not be considered if the applied position is not mentioned correctly. Only shortlisted candidates will be contacted for an interview. Additionally, applications received after the closing date and time will not be considered.

Our organization is an equal opportunity employer, committed to achieving workforce diversity in terms of gender, nationality, and culture. Organization upholds a zero-tolerance policy on fraud, corruption, sexual exploitation, harassment, and abuse, and expects all employees to adhere to the organization Code of Conduct, including its child protection standards.

**HR Unit**

**Email:** [headquarter.hrm@gmail.com](mailto:headquarter.hrm@gmail.com)