Medical Action Myanmar (MAM) is a medical organization. MAM aims to improve access to quality health care for all people in Myanmar. MAM provides large-scale access to prevention, diagnosis & treatment of HIV, Malaria, Tuberculosis and we provide Basic Health Care provided by 20 clinics and 2300 community health workers in remote areas. MAM employs over 1200 staff.

Vacancy For: Data Officer

Reports to: Deputy Data Manager/ Data Manager
Job location: Putao (Kachin)
Deadline for application: 20th March 2024
Starting date of position: As soon as possible
Vacancy number: VA-0034/2024

Description of the vacant position:
Under direct supervision and guidance of Deputy Data Manager/ Data Manager in Yangon, Data Officer is responsible to:

Main Responsibility:
- Designing and implementing data strategies and system
- To analyse the data regarding HIV, TB, prevention and primary health care data.
- To do monthly, quarterly, annual report.
- To assist Data Manager and Deputy data manager for quarterly report, donor report.
- Responsible for donor report, quarterly report, urgent report.
- Collecting monthly report from all clinics and doing report on time.
- To screen delivered data, perform data cleaning and give feedback to responsible source person
- To integrate clinic data corrections in the data reports.
- Support and Monitor Data assistant based at the facility level to ensure that weekly/monthly data entry is effectively and correctly entered into respective database
- Conduct data validity and accuracy audits to ensure the quality of the data in the system
- Conduct monthly review of registers and forms from the health facilities to ensure accuracy and quality before data.
- Maintain data backup and archival procedures.
- Carry out any other activities deemed appropriately by the supervisor

MAM requires:
To be successful in this role you must have:
Education : BCSc (or) any graduate (Dip in Computer Science)
Experience : Experience with Excel and Access prerequisite
Computer skills: Proficient in Microsoft Excel (Data bases, pivot tables, graphs) and Microsoft access
Language : Fluent in Myanmar and English
Specifications : Willing to travel to project areas (including sub offices), experience with data Management, data analysis and reporting, hardworking, pro-active, accept flexible hours and able to work independently
MAM offers:
- Salary depending on experience starting from **180 USD** per month (on 12 months basis);
- 13th month bonus;
- 20 days of annual leave;
- Leave compensation up to one month of pay for untaken leave;
- Medical benefits;
- Gratuity Pay;

**Application process:**
Interested applicant should submit updated CV/Resume in the link below:

https://forms.gle/Gv1PUoSDh64k4X1KA

No need to send scans or copies of certificates or diplomas, these will be requested later.
For further information on Medical Action Myanmar, please consult our website mam.org.mm

Please note that due to the urgency of this position, applications will be reviewed on an ongoing basis, and the org reserves the right to initiate the recruitment process before the deadline for applications.

MAM welcomes applications from all sections of the community including people with disabilities.