Vacancy Announcement

Job title	:	Data Assistant
Job location	:	Mandalay
Report to	:	Senior Technical Officer – Laboratory
Contract Terms	:	Short-term temporary
Supervise	:	None
Start date	:	May 2024

Project description:

ICAP at Columbia University, a global health leader situated within the Columbia University Mailman School of Public Health in New York City, initiated ICAP technical assistant program to support HIV response in achieving HIV epidemic control in Myanmar since 2014.

Overall Job Functions:

Under the direct management of Senior Technical Officer_ Laboratory of ICAP, the Data Assistant will be based in Mandalay and responsible for data recording, reporting and providing assistance for the management of the quality indicators on HIV viral load testing and tasks related to data management. The incumbent will work 5 days in a week, with regular reporting of working schedule to the supervisor.

Brief description of duties and responsibilities

- Assist with data entry and analysis of quality elements for HIV VL and serology in the relevant electronic tools or data management system.
- Prepare source data for computer entry by compiling and sorting information.
- Enter data from source documents within time limits required by the operations
- Review data for identifying deficiencies or errors, correcting any incompatibilities and checking output
- Maintain data entry requirements by following standards operating procedures.
- Cross-check data accuracy by revision and editing data.
- Ensure information security and regular database backups.
- Maintain confidentiality of information
- Prepare presentations of the work carried out and report generated as required

Education

- University graduate

Experience, Skills, and Qualifications

- Minimum 2 years of relevant experience preferably supporting health related data entry and management
- Good computer literacy (Microsoft Office package) and internet literacy
- Capacity to keep a professional and neutral attitude in all circumstances
- Ability to keep strict confidentiality on all work-related information
- Good English proficiency
- Communication skills, diplomacy
- Good organization skills

Application:

Please send your application letter, an updated CV and a passport-sized photo, copies of educationqualifications and three references to below link or scan QR:

https://secure.dc4.pageuppeople.com/apply/996/gateway/Default.aspx?c=apply&sJobIDs=498169&SourceTypeID=796&sLanguage=en-us

ICAP at Columbia University

Room 1003, Shwe Than Lwin Condo,

Aye Yeik Thar 1st Street, New University Avenue,

Bahan, Yangon, Myanmar

Not later than 26 April 2024, 17:00 hr.

Please note that interviews will be conducted as soon as a suitable pool of candidates is found. Please clearly mention job title in subject and applications are requested to send in Microsoft Word or PDF format.

Disclaimer: ICAP at Columbia University is an equal opportunity and affirmative action employer. It does not discriminate against employees or applicants for employment on the basis of race, color, sex, gender, religion, creed, national and ethnic origin, age, citizenship, status as a perceived or actual victim of domestic violence, disability, marital status, and sexual orientation, or any other legally protected status.