B.K. Kee Foundation is a private, family foundation established to support the people of Myanmar established in December 2005 in United States.

Our mission is to provide humanitarian aid, primarily in health and education, to all people of Myanmar.

Date: 2nd October 2019

B.K. Kee Foundation is looking for dedicated enthusiastic and energetic candidate for the position of:

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Data Assistant</th>
</tr>
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<tbody>
<tr>
<td>Duty Station</td>
<td>B.K. Kee Clinic</td>
</tr>
<tr>
<td></td>
<td>South Dagon Township, Yangon</td>
</tr>
<tr>
<td>Number of position</td>
<td>1 Post</td>
</tr>
<tr>
<td>Salary range</td>
<td>300,000 MMK</td>
</tr>
<tr>
<td>Closing Date</td>
<td>Until candidate identified</td>
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</table>

**Duties and responsibilities**

- Review and sort paper-based data collected forms.
- Enter the medical data from paper-based forms into computer files using word, excel and other applications appropriately and on a regular basis. (Sort and organize paperwork after entering data to ensure it is not lost.)
- Receiving the data from the project team or if not, collect it.
- Conduct data cleanliness and completeness at the end of each day.
- Visit the community health education sessions for collecting participant information, pre and post-test questionnaire.
- Visit the health centers for data collections by accompanying M&E assistant.
- Create and generate relevant graphs to show the data developments/movements.
- Inform the supervisor any problem arising with data provided or database.
- Contributing to design various studies (surveys, new forms…).
- Ensure the personnel in the project to deliver accurate/up to date data.
- Protect confidentiality and security of the data.
- Perform regular backups to ensure data preservation.
- Prepare data output reports on any given timeframe.
- Regular monthly reporting.

**Qualifications**

- **Education**: Degree in Computer Science or relevant other study; diploma or advance diploma holder in IT/Database is more preferable
- **Computer skills**: Proficient in Microsoft Excel (Data bases, pivot tables, graphs) and Microsoft access
• **Experience**: Experience with data management, data analysis and reporting. Previous experience in working NGO would be an asset.

• Knowledge and experience of developing data forms, questionnaires and databases is strongly recommended

• Motivate and Flexible to learn the new things.

• Ability to work independently, provide prompt and accurate data collection and reporting;

• Ability to work under demanding work environments

• Excellent Inter-personal skills and non-judgmental attitude towards people with different ethnic background.

• Be a good team player and good personal skill to coworkers.

• Excellent coordination skills, communication skills and personality;

• Fluent in Myanmar

**To apply, candidates should submit the following documents:**

1. **Cover letter** explaining how their education, skills and experience meet the requirements for the position;

2. **Curriculum Vitae (CV)** including dates and detailed descriptions of all current and previous work, education and training experiences and reference contact details, with One recent passport size photo;

3. Copies of **work and educational certificates**;

4. **Copy of national ID(NRC) card**;

5. **Clearance of Criminal Record** by resident township police station;

**to the address below:**

<table>
<thead>
<tr>
<th>PROGRAMME MANAGER</th>
<th>PROGRAMME MANAGER, B.K.Kee Foundation</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.K.K.EE FOUNDATION</td>
<td>B.K.KEE CLINIC</td>
</tr>
<tr>
<td>No. (81), University Avenue Road</td>
<td>NO. 446 A/B, MIN KHAUNG STREET</td>
</tr>
<tr>
<td>Shwe Taung Gyar Ward (1), Bahan Township, Yangon</td>
<td>WARD 70, SOUTH DAGON TOWNSHIP</td>
</tr>
<tr>
<td>TEL: +95-9-31602084</td>
<td>YANGON.</td>
</tr>
<tr>
<td>EMAIL: <a href="mailto:hr.bkkkeefoundation@gmail.com">hr.bkkkeefoundation@gmail.com</a></td>
<td>PHONE: 09 32100760</td>
</tr>
</tbody>
</table>

**NOTE: INCOMPLETE DOCUMENTS WILL NOT BE CONSIDERED FOR THE INTERVIEW.**

**ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED FOR PERSONAL INTERVIEW.**