



နယ်စပ်:မထားဆရာဝန်များအဖွဲ့

Médecins Sans Frontières (MSF / Doctors without Borders) is an international medical humanitarian not-for-profit organization. MSF provides assistance free of charge to populations in distress, to victims of natural or man-made disasters and to victims of armed conflict. MSF has been working in Myanmar since 1992 and is currently providing healthcare in Kachin, Rakhine and Shan states, as well as Yangon and Thanintharyi regions.

Vacancy Announcement No. YP 24041201

Job title:	Data Entry Operator
Job location:	Yangon DRTB Project
Accountable to:	Medical Activity Manager
Base Salary:	765,000 MMK
No of Position:	1
Duration:	Initially 1 year with possible extension

MAIN PURPOSE OF THE POSITION:

Carry out all activities related to entry of medical data into the mission database, according to MSF protocols and maintaining confidentiality, in order to have reliable and up to date information.

ACCOUNTABILITIES:

- Enter medical data (e.g. patient data, dates of visit, content of prescription, viral load, etc.) in mission's database on a regular basis and according to MSF protocols.
- Participate in compilation of data both from MSF structures and from collaborating health facilities.
- Participate in the search for missing data.
- Update files of existing patients and make any corrections needed.
- Make regular back-ups of all data processed.
- Look after all equipment provided and keep recording area clean and tidy, giving special importance to all patient files.
- Report any issue concerning data management to superior
- Elaborate statistical reports when required by the medical team.
- Ensure, promote and maintain confidentiality regarding all information registered.
- Collaborate with medical team on improving the data collection from all the available resources.
- Assist in monthly report preparation when it is requested by medical team.
- Monitor that data collection guidelines and forms are correctly implemented.
- Perform any other relevant tasks assigned by his/ her supervisors as necessary

REQUIREMENTS:

Education	<ul style="list-style-type: none">• Secondary education (equivalent to matriculation exam passed) essential.
Experience	<ul style="list-style-type: none">• Preferably with experience in entering and collecting medical data.
Languages Desirable	<ul style="list-style-type: none">• English language desirable
Knowledge	Essential: computer literacy (word, excel and internet) <ul style="list-style-type: none">• Able to learn and use software used for recording (i.e. Fuchia, DHIS2 etc.)

What we offer is:

- An attractive and market based salary;
- Public Holidays – all gazette public holidays;
- 16 paid leaves (including 6 casual leaves) on an annual basis;
- Excellent health care package;
- 13th months bonus;
- Extra Allowances (if applicable);

You are offered the opportunity to work with the world's largest medical humanitarian organization and work with very experienced colleagues in a highly professional working environment. Please learn more about MSF and our charter on our website: www.msf.org

HOW TO APPLY:

Please send your **application letter** in English detailing how you understand this role and how you consider fulfilling the requirements for this position (reference to the profile described above must be made), **CV** and **passport-sized photo, SAMA license, copies of education qualifications** and references to:

Attention:

Project Coordinator

MSF-Holland (Yangon Coordination Office)
No. (70/B), Parami Road, Parami Ward,
Yankin Township, Yangon.

Email: yangon-jobs@oca.msf.org

Not later than, **Thursday, 25th April 2024**

- Please clearly mention the announcement number "YP24041201" and job title "Data Entry Operator" in the Subject line.
- If you apply online, please send email applications in Microsoft word or PDF format.
- Applications that do not meet **these criteria or are incomplete** will be disregarded and only the shortlisted candidates will be contacted.
- MSF is committed to achieving workforce diversity in terms of gender, nationality and culture.