



“ငန” လူထုကျန်းမာရေး

VACANCY ANNOUNCEMENT #050-2024
14 June 2024

Sun Community Health (“SCH”) is a non-profit, non-political and non-sectarian organization. It is a local non-governmental organization in Myanmar and is established in particular to advance socially beneficial purposes in Myanmar by promoting and providing information, services and products related to the prevention, promotion, curation and rehabilitation of the major health services including but not limited to HIV/AIDS, malaria, tuberculosis, maternal and child health, reproductive health and non-communicable diseases with the aim of furthering good health, prosperity and the relief of poverty, distress and sickness. This also includes state-of-art training programs, quality assurance programs, and a robust supply chain and logistics system and health financing mechanisms. The Organization may also provide non-health related ancillary services that ensure and improve the well-being of its clientele.

SCH is practicing the right to freedom from all forms of sexual violence, injustice, discrimination and abuse (including child and adult at-risk abuse). We recognize the responsibility we have to guarantee on that we do not deliberately or inadvertently cause any harms to right holders and communities through our work – whether that is our staff and representatives of our contractor (internal and external stakeholders). SCH will not tolerate any form of discrimination, abuse, exploitation, harassment under any circumstances and will take strong disciplinary action. Protection from Sexual Exploitation and Abuse (PSEA) is everyone’s responsibility and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, at all times (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.

Job Title	: Senior Manager (M&E and Digital Transformation)
Job/Role Grade	: 7/C
Report to	: Head of Programs
Contract Type	: Integrated Project Based
Unit/Department	: M&E and Digital Transformation Unit/Strategic Management Department
Require Position	: “1”
Office/Assigned Area	: National Headquarters/Yangon

JOB SUMMARY:

SCH envisions a future for Myanmar that is covered with a universal healthcare, and one where all Myanmar families have the power, opportunity, and ability to access the healthcare when they need without financial hardship. SCH network consists of over 900 Sun GPs, 3,000 community volunteers and 2,000 pharmacies. SCH is accountable to the community and its stakeholders for ensuring that services delivered by SCH-affiliated providers are consistent with quality standards that are widely regarded in the medical community as being essential to quality of care.

The purpose of this position is to support Head of Programs in managing M&E and Digital operation in Sun Community Health Network including template development, analysis of data to support reports preparation in checking with deliverables/targets to provide justification for over and under achievement. This will be achieved in three main ways:

- Use M&E system, framework, tools to check indicators achievement related to Sun Community Health and regularly coordinating with MIS team and decentralized operation MIS team in standardization, simplification and preparation of donor or national reports in monthly or quarterly.



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- Be a technical resource person at internal and external meetings related to M&E and Surveillance system and provide technical support to own team and operation teams to use data regularly by providing data to action training.
- Lead in cascade of data management and dashboard development and supports to all forms of reporting including digital platforms.

DUTIES & RESPONSIBILITIES:

The duties and responsibilities of **Senior Manager (M&E and Digital Transformation)** include:

- Regular generating dashboard for operation team in order to track achievement to prepare mitigation plan in ahead.
- Review and revise existing M&E system, framework, tools and indicators related to Sun Community Health network for standardization and simplification and prepare quarterly donor/National Programs reporting in correct, complete and timely manners.
- Attend internal and external meetings related to M&E and surveillance.
- Plan, coordinate and smooth implementation of key new digital systems such as DHIS2 apps, Power BI, Power apps, 99 DOTS and Messenger Chat bot relating to field data entry.
- Develop RDQA (routine data quality assurance), real-time case reporting and case investigation mechanisms/tools and train operation team on effective use of them.
- Develop/revise SOPs/manuals/field guides/checklists as needed to ensure documented best practices related to M&E.
- Train and support Sun Community Health team members in analyzing data using dashboard.
- Facilitate inputs from key roll-out stakeholders including MIS team, operation team, QI team and IT team.
- Coordinate and communicate with operation teams about accurate and timely data processing, changes of data tools (if there is any) and solving problems related to data management.
- Respond rapidly to questions/issues raised by field team related to the roll out, troubleshoot minor issues/tech challenges, compile list of field challenges for any digital platform or M&E related support.
- Assist target setting by respective territories, keep tracking on dashboard for SAOP, donor and internal monitoring indicators by regularly analyzing the data and inform to Sun Community Health management team to take necessary action.
- Assist Sun Community Health Senior management team for development of performance-based incentive for employees and community providers (as the budget allows.)
- Participate/assist in program design/strategy and proposal development as M&E lead of Sun Community Health.

KEY SKILLS

The key skills required for this position:

- **Leadership:** Strong leadership skills and demonstrated ability to guide others.
- **M&E skills:** Understand health programs and indicators and thorough knowledge of developing M&E systems, mechanism and tools.
- **eHealth skills:** Understand the data management and analysis using digital platforms, gadgets & apps.
- **Organizational Skills:** Must be highly organized and be able to manage many processes and activities simultaneously.
- **Critical Thinking:** Must be able to critically analyze business problems and offer innovative solutions to these issues.



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QUALIFICATIONS

- Strong leadership, management and analytical skill.
- Medical degree with public health experience (Having a Master of Public Health degree is an asset.)
- At least 3 to 5 years of experiences in monitoring and evaluation role and thorough knowledge of developing M&E systems, mechanism and tools.
- Fluent in both spoken and written English
- Excellent numerical skills and understanding of data analysis/ statistical methods
- Good knowledge of MS office and databases

APPLICATION:

Interested applicant, please send Application Letter, Curriculum Vitae (with “Three” referees, including your last employment for reference check) scan or copies of Qualification Documents and National ID as per following “APPLY LINK”, not later than on the evening of **June 28, 2024 (Friday)**.

SCH National Headquarters Office: No. 3/1, Kant Kaw Myaing Street, Ward 8, Yankin Township, Yangon.

(Apply link: <https://smrtr.io/kVfww>)

“SCH is practicing an Equal Employment Opportunity and considers all applications without discrimination of race, sex, religion, national origin, age, marital status, HIV/AIDs status and disability.”

Only short-listed candidates will be invited for relevant tests and/or personal interviews.