



“ငန” လူထုကျန်းမာရေး

VACANCY ANNOUNCEMENT #052-2025
6 June 2025

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	: Data Entry
Report to	: Community Coordinator
Contract Type	: Part-Time
Unit/ Department	: Central Operations
Require Position	: “1”
Office	: Kale Hub

JOB SUMMARY:

Part-time **Data Entry** will be responsible for conducting data entry with MS Access which is assigned by Kale Hub operation. The job assign is about four working days per month.

DUTIES & RESPONSIBILITIES:

The duties and responsibilities of part-time **Data Entry** include:

- Cooperate with Community Coordinator of Kale Hub, in data entry on paper-based or scanned data collection templates.
- Respond to ad-hoc entry requirements and request from Community Coordinator.
- Back-up and keep secure on data received from Kale Hub.
- Follows up and check feedback on data verification and validation which are requested by Community Coordinator.
- Follows the data policy of SCH.
- Performs any other relevant tasks assigned by supervisor.



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QUALIFICATIONS & KEY SKILLS

The key skills required for the part-time **Data Entry** include:

- **Technical Knowledge:** Must have understanding the professional knowledge on data entry process with MS Access database.
- **Operational management:** Must be able to manage his/her time effectively to reach the assigned data and number of records as per limited.
- **Communication:** Must be able effectively communicate with Kale Hub.

Qualifications:

- Should be a graduated person or university student with knowledge of computerized software and applications.
- Must be able to use MS Access, Excel, Power point and have knowledge related to data entry and verification.
- More than one year of data entry experience in health-related field is an asset.
- Should have good communication skills in both Burmese and English.
- Should be organized, systematic, dynamic and must interact well with other.

APPLICATION:

Interested applicant, please send Application Letter, Curriculum Vitae (with “Two” referees, including your last employment for reference check, including your last employment supervisor or HR personnel) scan or copies of Qualification Documents and National ID as per following “APPLY LINK”, not later than on the evening of **17 June 2025 (Tuesday)**.

SCH Kale Hub Office: No. 3/8, Taungzalat Ward, Boyoke Road, Kale.

(Apply Email: hr_kale@schmyanmar.org)

“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.