



“ငန” လူထုကျန်းမာရေး

VACANCY ANNOUNCEMENT #055-2024

2 July 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	: Data Assistant
Job/Role Grade	: 2/A
Report to	: Senior Data Science Manager
Contract Type	: Part Time
Unit/Department	: Business Intelligence Unit
Require Position	: “1”
Office	: National Headquarters
Assigned Area	: 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, 3000 community volunteers and 2000 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 **Data Assistant** will be responsible for assisting day-to-day office work for the Business Intelligence Unit, Strategic Management Unit, National Team, SCH such as data analysis, ad-hoc data information provision.



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DUTIES & RESPONSIBILITIES:

The duties and responsibilities for the **Data Assistant** include:

- Assist in the preparation of monthly, quarterly, and other routine health services reporting processes.
- Support the MIS team in creating reporting systems and utilizing technologies such as GIS, GPS, Power BI and DHIS 2.
- Aid in troubleshooting databases and ensuring data integrity.
- Assist the Senior Data Science Manager in designing and implementing new databases and data analysis tools.
- Response to ad-hoc information and data requests from various user departments.

KEY SKILLS

The key skills required for the position of **Data Assistant** include:

<u>Technical Knowledge:</u>	Understanding of day-to-day MIS related work and familiarity with MIS tools and technologies.
<u>Operational Management</u>	Ability to manage time effectively to meet targets and support the productivity of the MIS team.
<u>Communication</u>	Basic communication skills to interact effectively with internal and external colleagues.

QUALIFICATIONS

- Must be at least 10th Standard passed, any graduate is a plus.
- Must have good interpersonal communication skills.
- Should be organized, systematic, dynamic and must interact well with others.

APPLICATION:

Interested applicant, please send Application Letter, Curriculum Vitae or copies of Qualification Documents and National ID as per following “APPLY LINK”, not later than on the evening of **9 July 2024 (Tuesday)**.

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

(Apply link: <https://smrtr.io/m6LLY>)

“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.