



## JOB VACANCY

SOLIDARITES INTERNATIONAL launches the **internal** or **external recruitment** of a

|          |                                |
|----------|--------------------------------|
| BASE     | Sittwe                         |
| POSITION | Information Management Officer |

### PRESENTATION OF THE ORGANIZATION

**SOLIDARITES INTERNATIONAL (SI)** is an international humanitarian NGO which, for more than 40 years, has been providing assistance to populations affected by armed conflicts and natural disasters by meeting their vital needs for food, water and shelter. Particularly involved in the fight against diseases linked to unsafe water, the first cause of death in the world, SI's interventions provide expertise in the field of access to drinking water, sanitation and hygiene promotion, but also in the essential area of food security and livelihoods. Present in around twenty countries, SI's teams - 2000 people in total made up of expatriates, national staff, permanent staff at headquarters, and a few volunteers - work with professionalism and commitment while respecting cultures.

Solidarités International (SI) is determined to prevent and fight all type of abuse – all act of exploitation, abuse and/or sexual harassment (SEAH) against members of beneficiary communities or collaborators, fraud, corruption, violation of persons and/or property, funding of activities harmful to human rights – that could be perpetrated in the frame of its interventions. SI implements a zero-tolerance policy regarding acts of SEAH.

Solidarités International is an equitable employer committed to find all forms of discrimination. SI will never ask for any remuneration to take part in a recruitment process.

### **ABOUT MYANMAR MISSION**

Solidarités International (SI) is operating in Myanmar since May 2008. SI's current programs in Myanmar include:

- Provision of life-saving and humanitarian assistance to families affected by violence in Rakhine State. This program is currently implemented in IDP camps, host and surroundings communities in Sittwe, and Pauktaw Townships.
- Emergency response to conflict-affected populations in Kachin State through improved access to water, sanitation and hygiene as well as food security and livelihood activities.

|                     |                                       |
|---------------------|---------------------------------------|
| <b>Position:</b>    | <b>Information Management Officer</b> |
| Desired Start date: | July 2025                             |
| Contract duration:  | 5 months with possible extension      |
| Probation Period:   | 6 weeks                               |
| Location:           | Sittwe Office                         |

### MISSION / OBJECTIVES

Under the supervision of the Program Manager, the information management Officer will be responsible for collecting the information related to the program activities, developing templates to collect, analysis and dashboards in coordination with the MEAL team. H/she will be working closely with the Program team. H/she will be supporting the program manager on reporting and preparation of activities completion reports.

### DESCRIPTION OF THE POSITION

Under the direction and supervision of the Program Manager, the main tasks to be implemented are:

**Solidarités International**  
No. 69 (A), Kanbawza Street, Golden Valley, Bahan Township, Yangon, Myanmar.

**Data entry and Coordination:**

- Assist MEAL Officer/MEAL Supervisor with output monitoring activities defined in the MEAL Plan.
- Ensure timeliness and accuracy of all entered data into the appropriate software and make sure to Clean data while doing the entry.
- Update on a regular basis for all WaSH databases for the finalisation of WaSH dashboard in timely manner.
- Ensure monitoring data for FSL activities are regular updated and make sure data are available upon the request.
- Working closely with program team to ensure data quality check and where needed follow up with the project staff.
- Responsible for scanning documentations and back-up all program paper documents in the computerized system.
- Archive all program paper documents after data entry is completed and when needed

**Monitoring Activities:**

- Support Data quality assurance and site visits during the assessment, Survey and PDM.
- Provide support to the assessment team in training enumerators and conducting any type of assessment.

**Reporting / Communication:**

- Assist the MEAL Officer/ MEAL Supervisor to update project databases, including Household Visit, HP Session, Women session, Pregnant Women session, Mass Cleaning campaign, Water quality monitoring, water monitoring and ponding level monitoring on timely basis.
- Assist to update monitoring reports by working close with MEAL officer.
- Brings to light any difficulty linked to his or her activities, to the programs of Solidarités or security concerns
- Assist for keeping the information board up to date received from ground level and project team

**Equipment management:**

- Be in charge of the electronic devices used for data collection. Ensure that it is stored properly and available and functional when needed

**ORG CHART POSITION (reporting and functional relationships)**

Line manager: Program Manager

Functional manager: Information Management Activity Manager

**PROFILE FORSAKEN****Studies:**

- Any Bachelor Degree, preferable in Information Management, Computer Science or a related field

**Experience:**

- 3 or 4 years similar experiences in the related field

**Personal abilities:**

- Knowledge of engineering, construction of WASH infrastructure
- Data Management, Data Analysis, Archiving Document and reporting

**Transferable skills:**

- Prioritization of work
- Interpersonal skills (politeness, humble, communication)
- Facilitation skills

**Language:**

- Communicative skills in English with the intermediate level

**IT:**

- Microsoft Excel, Word, Outlook and Power point, other database management skill is advantage

**Solidarités International**

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**SI WILL OFFER YOU**

**Salary:** 440 USD

**Social benefits:** SI Medical coverage, 12 days of Annual leaves, Public Holidays per year, yearly-ended bonus.

Thank to send your application with a resume, cover letter, copy of diplomas, and work certificate, to SOLIDARITES INTERNATIONAL office at No. Ma Sa/280, Thet Ta Htar Na Street, Pyi Taw Thar Ward, Sittwe or by email to [rks.recruitment@solidarites-myanmar.org](mailto:rks.recruitment@solidarites-myanmar.org)

**Deadline for submitting applications: 18<sup>th</sup> June 2025 (Not later than 5 :00 PM)**

Important to be considered, the position you want to apply for has to be specified on the envelope or as subject of your e-mail.

Solidarites International reserves the right to select a candidate and finalize the recruitment before the final date.

**Only short-listed candidates will be notified.**

**Solidarites International has a zero-tolerance policy on any kind of abuse, exploitation and fraud. Solidarites International expects full commitment of its employees with SI Charter, Code of Conduct including PSEA policy.**