



## JOB VACANCY

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

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| BASE     | Sittwe                                  |
| POSITION | Information Management Activity Manager |

### 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.

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| <b>Position:</b>    | <b>Information Management Activity Manager</b> |
| Desired Start date: | July 2025                                      |
| Contract duration:  | 5 months with possible extension               |
| Probation Period:   | 3 months                                       |
| Location:           | Sittwe Office                                  |

### MISSION / OBJECTIVES

Under the supervision of the Deputy Field Coordinator-Program, the IM AM is responsible for developing efficient, reliable and robust data management tools and systems to facilitate and improve the quality of the work of Program.

He/she:

- Proactively and regularly liaises with Program and Support departments to assess their needs in terms of data management (tools development or improvement, technical training etc.)

**Solidarités International**

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

- Supports program department for the creation of specific tools to each activity for data collection, processing, analysis, visualization and sharing.
- Ensure the data filling of specific program monitoring tool (Functionality and control checks, follow ups: latrine, desludging, Sludge Treatment –STS and construction monitoring) and share to the team
- Support the Deputy Field Coordinator for program in the data collection from program managers for program and grant reporting
- Provides technical support on information and data management tools and ensures their proper use by Program and Support teams.
- Ensures the quality of data collected in the field by providing program teams with well-designed and effective data collection tools, as well as advising the program team on the best ways to collect data.
- Produces data visualizations (graphs, dashboards, and maps) to assist Program and Support departments in decision making and/or reporting, following program and support departments' guidelines.
- Is responsible for the quality of the tools developed by the people under his/her responsibility.

#### DESCRIPTION OF THE POSITION

Under the direction and supervision of the Deputy Field Coordinator – Program, the main tasks to be implemented are:

#### **Human Resources management:**

- Participate in the recruitment, coaching (induction, performance evaluation) and training of people under his/her responsibility.
- Ensure the daily management, tasks repartition and supervision of the people under his/her responsibility
- Ensure the work of the people under his/her responsibility meets the required quality standards.
- Ensure that the safety rules and logistical and administrative procedures are respected by the personnel under his/her supervision in coordination with Logs and security department

#### **Reporting and confidentiality:**

- Ensure data quality assurance through immediate reporting to the deputy Field Coordinator for program of any problem or information having an impact on the activities or reporting
- Ensure the confidentiality of the data managed or processed by himself/herself and the people under his/her responsibility.

#### **Program project management & coordination with other teams:**

- Update the internal IM workplan and report any delay in IM tasks and projects' implementation to the Deputy Field Coordinator for program.
- Develop the data management plan for each Program activity
- Ensure the data filling of specific program monitoring tool (Functionality check, XXX) and the share to the team
- Support the Deputy Field Coordinator for program in the data collection from program managers for program and grant reporting
- Organize field visit for his/her team when relevant
- Ensure regular and efficient general collaboration with program and follow-up on the implementation of each specific IM project
- Coordinate with the department in the identification of data management needs for Program and Support departments and develop the corresponding action plans.
- Develop the data management tools, analysis and visualization jointly with the Program and Support teams to facilitate their data management.

#### **Data security and quality:**

- Apply the procedures associated with the proper management and security of program and support data when shared with IM.
- Report any data protection or security concern to the Deputy Field Coordinator for the program
- Alert on eventual discrepancies found in the data handled by IM and look for solutions.

**Development and management of Data Collection tools:**

- Encode the questionnaires in XLS Forms for mobile data collection, following the ToR and instructions of Program departments.
- Test and review the questionnaires encoded by the IM team to guarantee the quality of the data collected.
- Ensure that all questionnaires prepared by himself/herself or the people under his/her management don't contain any technical mistake that could impact on the quality of the data collected.
- Participates in training to enumerators and ensures all data collection forms are updated on the mobiles.
- Ensures the Program teams are following the internal processes and rules regarding data collection platforms (Kobo, ONA...) in terms of forms upload, archiving, data extraction and accounts management.
- Cross check and support on cleaning data collected from the field

**Development and management of databases and Excel tools:**

- Promotes good practices in terms of data exports and database development.
- Supports in the harmonization of databases/templates.
- Responsible for identifying, advising and addressing the needs and requests of Program and Support departments in terms of Database or Excel tool (VBA, Power Query, Formulas) development.
- Make sure all databases or Excel tools created by IM are documented and that a training/presentation is provided to the end-user, to ensure their sustainability.
- Ensure that all databases or Excel tools created by the IM team don't contain any technical mistake that could impact on the quality of the product.

**Data visualization and mapping:**

- Produce visualisation from data collected in the field or from other sources, in response to the needs expressed by program or support teams
- Produce and update maps in response to the needs expressed by the end users
- Support analysis and decision-making by program and operational teams by providing them with clear and efficient data analysis.
- Ensure that the results are shared with the people concerned (Dashboard, Maps) and that the confidentiality of the data is respected.
- Ensure that any visualization product created by himself/herself, or his/her team is carefully reviewed and tested, with no technical mistake or visual inaccuracy that could impact on the quality of the products.
- Ensure all visualization products are following the organization's graphic charter and participate in harmonizing the products and templates.

**Technical support:**

- Identify technical training needs (Data entry, Mobile data collection, GPS use, Data visualization, Mapping) for Program and Support teams
- Create training material based on identified needs
- Contribute to conducting IM Capacity building trainings to relevant staff
- Provide technical and methodological support to program teams in the creation and use of tools for data collection, monitoring, export, management and storage
- Support in the training of enumerators for primary data collection

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

Line manager: Deputy Field Coordinator for program

Functional manager: MEAL Manager

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

- Bachelor Degree, preferable in Data Analysis Management, Computer Science or a related field

**Experience:**

- 3 or 4 years in a similar field

**Personal abilities :**

- Good command of Excel and Data Analysis
- Good experience in community mobilization/engagement, dialogue with community
- Master in reporting skill especially for program

**Transferable skills:**

- Autonomy
- Good analytical skills and force of proposal
- Coordination with Program department

**Language :**

- Full professional proficiency in English and Myanmar

**IT :**

- High capacity to use Excel, Word, PowerPoint, Outlooks and Teams

**SI WILL OFFER YOU**

**Salary:** 900 USD

**Social benefits:** SI Medical coverage, 12 days of Annual leaves, Public Holidays per year, yearly ended bonus. Inpat Status (60 USD monthly allowance + Break flight ticket according to SI internal procedure).

Thank to send your application with a resume, cover letter, copy of diplomas, and work certificate, to SOLIDARITES INTERNATIONAL office at No. 69 (A), Kanbawza Street, Golden Valley, Bahan Township, Yangon, Myanmar.

or by email to [rks.recruitment@solidarites-myanmar.org](mailto:rks.recruitment@solidarites-myanmar.org)

**Deadline for submitting applications : 22<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.**