



JOB VACANCY

SOLIDARITES INTERNATIONAL launches the internal and external recruitment of an

BASE	Sittwe
POSITION	Information Management Supervisor

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.

Position:	Information Management Supervisor
Desired Start date:	As soon as possible
Contract duration:	4 months with possible extension
Probation Period:	1 month
Location:	Sittwe Base Office

MISSION / OBJECTIVES

Under the supervision of the Information Management Activity Manager, the IM Supervisor will support and assist the different programs teams in the management of data of all SOL's activities. Together with the IM AM, she/he will design and implement a country-specific data management strategy to analyze and disseminate information about SOL's activities. Where information gaps exist, the IM Supervisor may help setting up primary data collection systems and organize needs assessments. She/he will also support the IM Officer in their daily work. The IM Supervisor will work in close cooperation with SI Program Teams to ensure that he/she has an in-depth knowledge of the specificities of the programs conducted.

Solidarités International

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

DESCRIPTION OF THE POSITION

Under the direction and supervision of the Information Management Activity Manager, the main tasks to be implemented are:

DATA MANAGEMENT:

- Design an improved and inter-operable information management strategy in SOL's base.
- Manage the information management strategy and produce standard operating procedures for each data collection/analysis system.
- Identify new information and data requirements to support operations and partners in the region.
- Organize the field data collection and entry for the different program related tools at base level

GEOGRAPHICAL INFORMATION SYSTEM (GIS) AND MAPPING (WITH MEAL TEAM):

- Create maps upon requests, linked to data collected on the field.
- Monitor accuracy of data collected, ensure regular updates and solve eventual discrepancies.
- Analyse the existing GIS data following requests and advice given by the program team
- Train program staffs on usage of GPS and entering of GPS coordinates.

INSTITUTIONAL KNOWLEDGE BUILDING:

- Organize training sessions on IT-related topics.

ORGANIZATIONAL CHART POSITION (reporting and functional relationships)

Line manager: Information Management Activity Manager

PROFILE FORSAKEN**Studies:**

- Any Graduated, preferable B.C.Sc or diploma in information management

Experience:

- 1 or 2 years in a similar position

Technical Skills :

- Data Management, Visualization, Evaluation
- Strong in Information Management and Reporting Skill
- Construction Activities Management

Transferable Skills :

- Good Communication Skill
- Problem Solving Skill

Language:

- Good English level for speaking, reading, writing and listening

IT:

- Excel, Word, Powerpoint, power BI, AutoCAD and GIS & Mapping

SI WILL OFFER YOU

Salary: 690 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. Ma Sa/280, Thet Ta Htar Na Street, Pyi Taw Thar Ward, Sittwe or by email to rks.recruitment@solidarites-myanmar.org

Deadline for submitting applications: 16th July 2025 (Not later than 5 :00 PM)

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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.