



THE INTERNATIONAL LEGAL FOUNDATION

Job Announcement

Job Title:	Case Management & Data Coordinator
Reports to:	Deputy Director
Location:	Yangon, Myanmar (or any other location of ILF offices)
Contract Duration	12 months (with possible extension)
Application Deadline:	26 March 2025.

ABOUT THE ILF

The International Legal Foundation (the ILF), an international not-for-profit organization was created in 2001, for the purpose of assisting post-conflict and transitional countries in developing effective legal aid systems. In 2017, the ILF established a new legal aid program in Myanmar, with the goal to mentor Myanmar lawyers to provide quality, effective criminal defense services to poor people charged with crimes. The ILF Myanmar now has five offices across the country in Yangon, Mandalay, Patheingyi, Nay Pyi Taw and Sittwe with legal and support staff.

The ILF prides itself on its data-driven approach for improving legal aid delivery and is seeking a **Case Management & Data Coordinator**. The local offices collect a wide range of data in its database and other tools as needed, on each case and on activities of the office, in order to report on our work, measure its impact, and advocate for change. **Case Management & Data Coordinator** plays a pivotal role in data collection and input, data governance, and data analysis, including undertaking data verification and periodic reviews of progress and developing improved processes.

Key Responsibilities:

Database Management

- Lead development of database, tools or systems for monitoring and evaluation.
- Collaborate with MEL Associate to map the data collection needs of projects and ensure that the relevant data for the indicators/ outputs are tracked in the Case Management System (CMS).
- In collaboration with the program team clearly define and articulate how each monitoring indicator will be measured and assessed.
- Ensure monitoring tools are used correctly during the implementation phases and provide support to lawyers and paralegals during data collection and monitoring activities.

- Establish a monitoring schedule, detailing how often activities will occur and the timing of data collection to capture relevant information.
- Make necessary updates to the CMS and intake processes and proactively advise on improvements needed to better track quality legal services and their impact.
- Continuously refine database designs based on needs of the projects for legal team, social work, and other activities to ensure the data supports operational and strategic needs.
- Communicate and coordinate with the ILF NY team and ILF partners on issues of matters related to ILF Myanmar's data, database and data/statistical analysis.

Data Analysis and Reporting

- Monitor and evaluate program output as reflected in the database against program objectives and obligations and communicate problems, challenges and highlights with the Program Team.
- Support Program Team in analyzing trends and providing data-driven insights for program tracking and adjustments.
- Assist Program Team to access progress of project and deliverables as per timeline/ work plan.
- Support Program and Communications team for quantitative analysis on data from the Case Management System to demonstrate impact for donors in accordance with their grant requirements, and also for ILF litigation and advocacy efforts.

Data Quality Assurance

- Develop and implement robust data collection protocols to ensure consistency and accuracy of data in all ILF related reports and communication materials.
- Train and manage paralegals and lawyers in regional offices on accurate data entry and on changes to the CMS or intake processes as they occur. Provide them with supporting information or resources as necessary.
- Supervise data input by the paralegals across ILF Myanmar's five offices and ensure that case information is entered into the CMS accurately, consistently and regularly.
- Serve as a resource for ILF Myanmar staff on issues and questions related to the database and statistical analysis and troubleshoot related technical problems whenever possible.

Qualifications:

ILF | THE INTERNATIONAL LEGAL FOUNDATION

- A commitment to the ILF's mission and goals
- Bachelor's Degree from a recognized university
- Proficiency of English language is highly preferable
- Proficiency in Advanced Excel and familiarity with data reporting tools such as Activity Info, Kobo Toolbox, and other relevant platforms for data collection and reporting.
- Experience with case management systems and databases
- Experience with data analysis, either in the research context or relating to monitoring, evaluation and learning tools and processes
- Prior management or supervisory experience is a plus
- Willingness to travel within Myanmar as needed
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) is required
- Strong oral and written communication skills
- Strong organizational skills and attention to detail
- Proven capacity to multitask, organize and strategize in a fast-paced environment
- Knowledge of the criminal justice system and/or justice-involved communities is a plus

Kindly submit your resume and a thoughtful cover letter that lists your monthly salary requirements and answers the question "How has your background or experience, professional or otherwise, prepared you to contribute to the ILF's mission?" to info@ilf-m.org . No telephone inquiries please. Only candidates selected for an interview will be contacted.

Antiracism, diversity, and equity are critical to the ILF's mission to secure equal access to justice for all. Our success is dependent upon providing the space, resources, and support that allow our global team to bring their full selves to work, and to thrive. The International Legal Foundation is an equal opportunity employer. We practice inclusive hiring and work to achieve and maintain diversity across races, genders, sexualities, abilities, and experiences. We strongly encourage candidates of all identities to apply.