



## Plan International Myanmar Job Advertisement for Database Assistant

Plan International is an international child and youth development organization dedicated to promote the realization of children and young people's rights, especially girl's rights, in both development and humanitarian settings. Plan International in Myanmar is supporting a broad spectrum of initiatives designed to support integrated child development and youth empowerment outcomes that are strategically aligned with the priorities. Sectors of focus include: Early Childhood Care and Development (ECCD), Water, Sanitation and Hygiene (WASH), Resilience and Disaster Risk Reduction (DRR), Child Protection (CP), Education, Non Formal Education (NFE), Youth and Adolescent Development, Skill and Opportunities for Youth Employment and Entrepreneurship (SOYEE) and General Food Distribution (GFD).

<b>Position</b>	: Database Assistant
<b>Report to</b>	: Project Coordinator (GFD)
<b>Number of Position</b>	: 1 Position
<b>Location</b>	: Sittwe, Rakhine State
<b>Assignment Type</b>	: From start joining date until 31 December 2024
<b>Application Closing Date</b>	: 10 <sup>th</sup> July 2024, 5:00 PM
<b>Possible Join date</b>	: Up to 50% time spend in the field

### Job purpose:

Plan International Myanmar is seeking Database Assistant to develop monthly monitoring reports for cash project activities, and develop a systematic filling system not only as a soft copy but also as a hard copy. This position needs to coordinate with the Project Coordinator, MER Officer, and team members, monthly monitoring and data entering for new-born requests, household information, transfer in/out, age group, disability, vulnerable group, and segregation data for 6 IDP camps, Sittwe. This position also needs to assist Project Coordinator in cash counting and preparation, envelope printing, monthly and quarterly report for finalizing data.

The incumbent must be prepared to travel within the designated operational villages/camps and should be able to manage large amounts of quantitative data effectively with supervision and guidance by Project Coordinator and Accountability Officer. This position is based in Sittwe with up to 50 % travel to the field.

### Dimensions of the Role:

- Support team members in beneficiary verification/ field monitoring (cash distribution and door to door home visit),
- Facilitate/ lead in the envelope printing, cash counting and cash in envelope.
- Track data for cash distribution activities including cross-cutting.
- Support M&E Officer in beneficiaries exit interview for 6 camps.
- Support team members in cash distribution activities according to the requirement.
- Document the project data and information.
- Coordination and networking.

### Key Responsibilities:

- Support update Form-A cash recipient list as per need
- Design information and data management tools/formats as per need and orient team members.



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- Support teams to conduct cash distribution activities.
- Lead to document – both physical and electronic copies of all data and project documents – that includes, Form-H, Monthly Distribution Report and Attendance Record.
- Make sure all documents are kept safely and properly and follow the data privacy policy.
- Share the feedbacks, recommendation and suggestions to the entire team for the further improvement of cash distribution.
- Encourage friendly communication among and across the team members.
- Participate in different assessments and facilitate Donors visit if needed.
- Support Project Coordinator in cash counting and preparation, envelope printing, monthly and quarterly data finalizing for cash distribution activities.
- Coordinate with Camp Management Agencies to collect the list of IPDs and verify their names with ration list provided by donor.

### **Safeguarding and PSHEA**

- Ensure the delivery of programs and activities in accordance with Safeguarding policies, procedures and guidance incorporate Safeguarding in MER work. This includes conducting risk assessments and implementing safeguarding protocols
- Design and deliver project activities in line with the safeguarding standard Safe monitoring and evaluation
- Create a safe and supportive environment for all community members, particularly vulnerable groups such as women, children, and LGBTQ+ individuals.
- Ensure their work does not put children and programme participants at risk by continuously evaluating it through a safeguarding perspective, data privacy, safeguarding ethical in MER work and discussing potential design or implementation with the children and programme participants.
- Develop knowledge and skills for implementing safeguarding standards.
- Identify gaps in knowledge and skills in implementing safeguarding standards and address.
- Promote the importance of safeguarding and PSHEA to colleagues in other organizations and children, their families, beneficiaries, and the wider community.
- Assume responsibility for reporting any instances of suspected child abuse or neglect immediately as per Plan Myanmar's policy.

### **Qualifications, Skills & Experience:**

- Ability to interpret and analyze a wide variety of program issues and statistical information, and to maintain accurate and precise records.
- University degree in computer science or other relevant field.
- Good knowledge of Microsoft Word, Excel and Power Point and proven experience in data entry into Excel with.
- At least one year of progressive work-related experience in Understanding humanitarian issues in the Rakhine state.
- Good community mobilization skills, good problem solving.
- Planning and monitoring, coaching, mentoring, training, and facilitation skills.
- Ability to maintain strategic vision and link with everyday work
- Clear and effective communication that builds relationships to influence others
- Proactive, demonstrates record of creativity and entrepreneurship
- Accountability and responsibility for own performance and promotes teamwork and cooperation.
- Confident in taking initiative and exploring new opportunities and willingness to travel to camps areas.



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### How to apply:

Interested candidates who meet the above requirements are required to submit a cover letter, a comprehensive CV and details of three referees via e-mail only to: [Myanmar.CO@plan-international.org](mailto:Myanmar.CO@plan-international.org). Late applications will not be considered.

Subject line for application: “**Database Assistant \_ Sittwe**”.

Plan International is committed to creating a safe environment for children and programme participants, including promoting child and programme participant safe practices, approaches, interventions and environments which respect, recognise and respond to the specific safeguarding needs and the different protection risks faced by children and programme participants based on their gender and other identities. We will challenge and do not tolerate inequality, discrimination or exclusion.

Reference & background checks will be performed for successful candidates. Only shortlisted candidates will be contacted. Plan International is an equal opportunity employer and women are encouraged to apply. Plan International Myanmar is committed to the well-being of children, youth, and adults, and upholds the principles of gender equality. We have zero tolerance for Safeguarding and PSHEA issues. All staff and associates of Plan International Myanmar are required to sign and adhere to our Safeguarding Policy and PSHEA Policy at all times.