



## KAREN ETHNIC HEALTH ORGANIZATION CONSORTIUM (KEHOC)

ကညီကလံာ်န့ၣ်ဆုၣ်ချ့ဝဲၤကျိၤတဖၣ် ဟံၣ်ဖိၣ်ကရၢ  
ကရၢၣ်တိုၣ်းရၢၣ်းသားကျၢ်းမာၤရးပူးပေါင်းအဖွဲ့အစည်း

Ward No. 5, Kauk-Kyait Village,  
Mawlamyine – Pa-an Highway, Pa-an, Karen State

Office Phone - (+95) 9252 779 462

### VACANCY ANNOUNCEMENT

The Karen Ethnic Health Organization Consortium (KEHOC) is looking for a qualified Data Assistance.

**Position** : Data Assistant

**Number of posts** : 1 Post

**Report to** : MEAL Manager

**Duty Station** : Shwe Koke Ko (ART Center), Myawaddy township, Karen State

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**POSITION SUMMARY:** The Data Assistant plays a crucial role in ensuring the smooth functioning of project implementation, field visits, data management, and documentation processes. They will be responsible for collecting, analyzing, and reporting on project data while maintaining data quality and accuracy.

#### Primary Responsibilities

##### **Data Collection and Management:**

- Accurate and timely data entry of all relevant patient information, including demographics, clinical assessments, drug dispensing, laboratory results (CD4 count, viral load, etc.), and follow-up visits into designated databases or electronic medical records (EMR) systems.
- Collect, manage, and analyze data related to project site operations, including facility and community data.
- Conduct monthly reviews of registers and forms from health facilities to ensure data accuracy and quality.

- Support and monitor facility-level Data Assistants to ensure accurate and timely data entry into designated databases.
- Verify and validate electronic based data with the paper-based reports after the data entry process.
- Collect monthly reports from all clinics and submit timely reports in the required format.

#### **Data Processing and Analysis:**

- Maintain and upgrade the Monitoring, Evaluation, Accountability, and Learning (MEAL) related databases.
- Assist the M&E Officer, Coordinator, and Manager in their respective duties.
- Compile and submit monthly, quarterly, and yearly MEAL reports on project site operations in the required format.
- Screen delivered data, perform data cleaning, and provide feedback to relevant personnel.
- Integrate necessary clinic data corrections into data reports.
- Conduct data validity and accuracy audits to maintain data quality within the system.
- Attend quarterly MEAL Unit meetings and show PowerPoint presentation for related projects.

#### **Documentation and Recordkeeping:**

- Manage and maintain documentation and records related to project activities.
- Actively participate in gathering information and providing feedback for the Community Feedback Response Mechanism (CFRM) using Excel sheets.
- Maintain data backup and archival procedures.
- Perform any other duties assigned by the supervisor as deemed appropriate.

#### **Qualifications and Experiences:**

- Any bachelor's degree , or a certified award in the related field.
- Proven experience (at least 2 years) in Data Field and preferably in NGO sector
- Excellent attention to detail and accuracy.
- Strong analytical and problem-solving skills.

- Proficient in data entry and management using spreadsheets and database software.
- Experience working with MEAL principles and methodologies is preferred.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team.
- reporting Previous experience in working INGO/NGO and EHOs would be an asset
- Strong multi-tasking skills and attention to detail
- Fluency in ethnic languages (Sagaw or Poe Karen) preferred

### **Application Process:**

Interested candidates should address the application to Admin and HR Coordinator, Ward No.5, Kauk-Kyait Village, Mawlamyine – Pa-an Highway, Pa-an or [ahrm.kehoc24@gmail.com](mailto:ahrm.kehoc24@gmail.com) with his/her Curriculum Vitae, two recommendation letters, a photo taken within the last six months and a copy of certificate(s), additional training attended.

### **Deadline of Application**

The complete application should arrive by **27<sup>th</sup> June 2025.**

**Only short-listed candidates would be contacted for an interview.**

The Karen Ethnic Health Organization Consortium has a zero-tolerance for the Prevention of Sexual Exploitation, Abuse, and Harassment of beneficiaries. Protection from Sexual Exploitation, Abuse, and Harassment (PSEAH) is everyone's responsibility, and all employees are required to adhere to the Code of Conduct, which enshrines the principles of PSEAH, at all times (both during work hours and outside work hours). The Karen Ethnic Health Organization Consortium is also committed to safeguarding children and has a zero-tolerance policy for any form of child Exploitation, Violation, Abuse, and Neglect (EVAN). Familiarization with and adherence to the Code of Conduct is an essential requirement of all staff.