



**Myanmar Health Assistant Association  
Vacancy Announcement  
(VA- 049/2024 MHAA-HR)**

<b>Position Title</b>	Data Assistant
<b>No of post</b>	1 Post
<b>Department/Project</b>	Providing life-saving essential Health services in Myanmar, including Covid 19 during Humanitarian Crisis (PLH) Project
<b>Location</b>	Head Quarter, Yangon.
<b>Report to</b>	Monitoring and Evaluation Officer
<b>Grade</b>	B2
<b>Application Deadline</b>	10 May 2024 (ASAP)

Myanmar Health Assistant Association (MHAA) is organized with Health Assistants and is a national association of public health professionals devoting towards accessible and equitable quality public health services through health promotion, prevention and control of diseases. MHAA stands as a united, independent organization earning public trust and international recognition. MHAA works in Myanmar to execute health programs that focus on strengthening and enhancing community access to coordinated, effective, and comprehensive health care services. MHAA is actively implementing programs in 89 townships of Myanmar in the areas of disease control, RMNCHN, WASH and emergency response. Accountability, respect for human dignity, empathy, non-discrimination, integrity, and professionalism are among the MHAA's core values. Please visit [www.myanmarhaa.org](http://www.myanmarhaa.org) to learn more about the MHAA.

### **Position Summary**

Under the direct supervision by Monitoring and Evaluation Officer, Data Assistant will responsible to assist data management, data entry, data combination and data verification. This position is accountable to following key responsibilities.

## **Key Responsibilities and Accountabilities**

- ❖ Enter project data in the database appropriately and on a regular basis.
- ❖ Ensure required data are entry in database appropriately and take responsibilities for checking databases, compilation of data, verification.
- ❖ Ensure all data entry is accurate and complete by conducting consistent data quality monitoring.
- ❖ Assist line manager to maintain the data quality in accordance with data dimensions and confidentiality.
- ❖ Systematically keep all project data, soft files and hard files of the project information with proper filing, documentation and maintenance.
- ❖ Record the participant lists; meeting minutes and any related documents for respective project activities for M & E purpose.
- ❖ Check, clean and finalize monthly project data inputs.
- ❖ Assist in preparation of monthly, quarterly and yearly monitoring and evaluation data.
- ❖ Assist the M&E Officer in the preparation of monthly/quarterly reports.
- ❖ Responsible to submit the assigned reports in accordance with the reporting channel/ schedule as well as assist in internal and donor reports.
- ❖ Report immediately to the M&E officer any issues related to data and database.
- ❖ Make field visit to project townships to assist in RDQA and capacity building sessions as required.
- ❖ Perform other relevant tasks assigned by supervisor.

## **Skill and Requirement**

- ❖ Any Degree Holder with computer skills and IT will be an asset
- ❖ At least one year experience in data entry, clerical or secretarial position with exposure to data and information collection and data entry, data combination and data verification
- ❖ Experience and understanding of digital literacy especially in the collection of reported data & information
- ❖ Excellent Computer skills (MS Office)

- ❖ Fluency in spoken and written English with aptitude in reporting is mandatory.
- ❖ Ability to work systematically, accurately, independently and under pressure in a physically challenging environment
- ❖ Flexibility - ability to work with multi-disciplinary and multi-cultural people, open-minded, good communication skills, ability to listen and diplomacy
- ❖ Good interpersonal communication skills and know local contact.
- ❖ Strong interpersonal and organizing skills and address conflicts as necessary.
- ❖ Respect and regard Myanmar Health Assistant Association (MHAA) Policy
- ❖ Follow the HR rules and regulations of MHAA with the direct supervisor

### **Application Instruction**

Candidates should submit their application, including their curriculum vitae and application letter, in one attached file (either Word or PDF file), to the Myanmar Health Assistant Association at [hr.recruitment@myanmarhaa.org](mailto:hr.recruitment@myanmarhaa.org), quoting " **Data Assistant VA-049/2024 MHAA-HR**" and referring clearly to the vacancy announcement number and location as advertised in the subject line. The deadline for applying is **May 10, 2024** Myanmar time.

- **Application will not be successful if applied position is not mentioned correctly.**
- **Only short-listed candidates will be contacted for interview. Telephone query will not be answered.**
- **Application received after the closing date and time will not be considered.**

#### **HR Unit**

**Myanmar Health Assistant Association (MHAA)**

**TB Hospital Road, Aung San, Insein Township, Yangon, Myanmar.**

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**Email: [hr.recruitment@myanmarhaa.org](mailto:hr.recruitment@myanmarhaa.org)**

MHAA is an equal opportunity employer. We welcome applications from all qualified candidates, regardless of race, ethnic origin, religion, age, gender, sexual orientation, or disability. MHAA has a zero-tolerance policy on fraud and corruption, sexual exploitation, harassment, and abuse, and expects the commitment of its employees to the MHAA Code of Conduct including child protection.