

## TERMS OF REFERENCE

Position	<b>Data Assistant</b>	No. of post: <b>1</b>
Office	<b>Sagaing Township</b>	Reporting to: <b>MEAL Officer</b>
ToR approved by	Executive Director	ToR Approved on: 26/05/2025
Resuming duty:	<b>ASAP</b>	VA0162025

**Due to the urgency, Positive Action may recruit the position before the deadline.**

### About Us:

**Positive Action (PA)** is a non-political, non-religious, non-business, non-discriminatory, and non-profit organization. Established in Myanmar in 2009, PA has been actively working in the Magway region, providing a range of services and support for people living with HIV and TB, as well as children, pregnant women, lactating women, and girls in need.

Our programs focus primarily on Livelihoods, Health (HIV, TB, MNCH), Nutrition, WASH, Child Protection, and Education across the region, with a strong commitment to strengthening local communities.

To implement the MPCA Project in Sagaing, PA is seeking motivated and committed individuals to apply for the position of "**Data Assistant**." The position is based in Sagaing Township, with frequent travel to the target areas.

### Duties and responsibilities:

#### 1. Data Collection Support

Support field staff in conducting data collection activities, including beneficiary identification, registration, PDM, and checklists. Ensure the accurate use of approved data collection tools under the guidance of the MEAL Officer.

#### 2. Data Entry and Quality Assurance

Perform timely and accurate data entry into designated digital or manual systems. Conduct basic data cleaning and validation to ensure completeness and consistency. Flag inconsistencies or errors to the MEAL Officer for resolution.

#### 3. Data Storage and Documentation

Maintain organized files (digital and physical) of all data forms, records, and reports. Ensure backup and secure storage of data following confidentiality protocols.

#### 4. Reporting and Visualization Support

Assist MEAL Officer in preparing summary tables, charts, and basic reports for internal use and decision-making. Support the MEAL Officer in updating indicator tracking tools and activity trackers.

#### 5. Team Support

Participate in MEAL trainings and orientation sessions as required. Provide assistance to field staff in the use of data collection tools or applications.

### Expected on-the-job personal behaviour

- ✓ Maintain good and open relationships with colleagues, partners and beneficiaries;
- ✓ Refrain from any discrimination based on gender, religion, social status, ethnicity or age, with colleagues as well as with any person from partners, beneficiaries and other stakeholders;
- ✓ Transfer communication and sharing knowledge with other team members;
- ✓ Maintain high standard of accuracy;
- ✓ Confident in using own initiative, prioritizing workload and meeting deadlines;
- ✓ Ability to work as part of a team and/or individually with minimum supervision;
- ✓ Flexibility and ability to adapt to change;

**Positive Action**

No.378, 6th Street, (B) Group, AungSayTaNaR Qtr, Magway Tsp, Magway Region, Myanmar,  
Tel: +959429587756, [positiveactionnmp@gmail.com](mailto:positiveactionnmp@gmail.com)



- ✓ Respect of confidentiality;
- ✓ The policies and rules established by Positive Action must be understood and followed.

### Safeguarding Related Responsibilities

- ✓ Ensure that you, along with your team members and supervisees, are fully informed about PA's PSEA, Child Safeguarding policies, Code of Conduct, and other relevant procedures. It is essential that these guidelines are consistently understood and applied in all aspects of your work.

### Requirements

- ✓ **Must be a Myanmar citizen;**
- ✓ A Bachelor Degree holder in social science, computer sciences, or any other relevant field, or similar competencies with at least 1 years' experience in Data Assistant position;
- ✓ Mandatory for understanding and proven experience of working with databases and Microsoft Excel;
- ✓ Previous MPCA Project Implementation experience in crisis-areas preferred;
- ✓ Experience in MPCA projects as a Data Assistant;
- ✓ Good written and spoken English will be an asset;
- ✓ Proficient computer skills required.

### Other information

- ✓ The initial duration of the present agreement is **"3 months"**, renewable;
- ✓ Deadline for application is the **1<sup>st</sup> of June 2025**;
- ✓ Please send application and CV with cover letter to [positiveaction.hrrecruitment@gmail.com](mailto:positiveaction.hrrecruitment@gmail.com) (or) PA office – No.378, 6<sup>th</sup> street, Aungsaytanar (B) Group, Magway.
- ✓ Please obtain and complete the Self-Declaration Form (regarding any past incidents of Sexual Exploitation, Abuse, or Child Abuse) and attach it to your email. You may use either the Burmese or English version of the form. Submitting one form is sufficient.
- ✓ [https://drive.google.com/drive/folders/149dHvoYnd77vopHnNSFEr1bLN0yMOXjk?usp=drive\\_link](https://drive.google.com/drive/folders/149dHvoYnd77vopHnNSFEr1bLN0yMOXjk?usp=drive_link)

Please **only** include **"VA0162025"** in the **subject** of the email.

**Only successful applicants will be contacted. PA is an equal opportunity employer. We welcome and encourage applications from women, LGBTIQI+, minorities and under-represented groups.**

### Our Commitment to Safeguarding

Positive Action is deeply committed to upholding the rights and dignity of children and vulnerable adults. In line with this commitment, PA implements comprehensive PSEA (Prevention from Sexual Exploitation and Abuse), Anti-Harassment, and Child Safeguarding policies. These policies ensure a **zero-tolerance approach to any form of sexual exploitation, abuse, or child abuse**. PA reserves the right to conduct thorough screening and background checks for all job applicants to maintain a safe environment for children and vulnerable groups. All staff members are obligated to adhere to the Child Safeguarding Policy, Code of Conduct, and local procedures, ensuring their work does not put children at risk. Additionally, managers are responsible for integrating safeguarding into all aspects of organizational management. By applying, applicants confirm their consent for PA to seek information from previous employers regarding any misconduct related to sexual exploitation, abuse, or child abuse.

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