

VACANCY ANNOUNCEMENT

The Union Office in Myanmar is seeking applications from dynamic and highly motivated Myanmar nationals for the following vacant position.

Position Title	: Data Assistant
Duty Station	: Lashio
No of Position	: One (1) Position
Duration	: Till end of December 2024
Department	: MEAL HIV
Reports to	: MEAL Officer
Closing date	: 08th July 2024

BACKGROUND

International Union Against Tuberculosis and Lung Disease - The Union is an International Non-profit Organization based in Paris, France. The Mission of The Union is to end suffering due to tuberculosis and lung diseases, old and new, by advancing better prevention and care. We seek to achieve this by the generation, dissemination and implementation of knowledge into policy and practice. We aim to ensure that no one is left behind, people are treated equally, and we have a focus on vulnerable and marginalised populations and communities. The Vision of The Union is a healthier world for all, free of tuberculosis and lung disease.

In Myanmar, The Union provides technical support to various stakeholders, partner organisations and institutions in the health sector, with a focus on TB and HIV and has strengthened the local capacity to deliver high-quality services. Key programmes include an Integrated HIV Care (IHC) Programme for People Living with HIV/AIDS, which has been supported by key donor agencies since 2005 to provide outpatient services and prevention activities to People Living with HIV (PLHIV) in 16 ART centres and 36 Decentralized sites in 38 townships in Myanmar. In addition, The Union's Tuberculosis Programmes including community-based TB case finding activities in 13 townships in Upper Myanmar and as of 2015 MDR-TB Care, which addresses drug-resistant TB at the community level in 27 townships in Myanmar.

The Union is part of the HIV/TB Agency, Information and Services (AIS) Activity, which is funded by the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) as well as the Accelerator to End Tuberculosis (TB Accelerator) through USAID. The AIS Activity provides a free, confidential and comprehensive range of TB prevention, testing and treatment services specifically tailored to help people live a healthy life, prevent the spread of new infections and suppress TB in Myanmar.

Programmes run by The Union are expected to continue indefinitely and are approved until December 2024. Due to increasing national demands in the current environment in Myanmar, The Union is looking for an experienced and committed person filling the position of **Data Assistant**.

GENERAL MISSION

The post holder will perform her / his tasks and responsibilities under the direct supervision of the MEAL Officer. S/he is responsible to collect reports, registers, and other essential documents, data entering, processing and maintaining activities of IHC data from The Union project sites. The main activity of the data assistant is entry and management of confidential patient's information.

DUTIES AND RESPONSIBILITIES

- Transcribe information of project data from paper-based records into electronic records and database(s) ensuring the quality of the data entered: accuracy, reliability, timeliness, validity, relevance, completeness, confidentiality

- Co-ordinate with team members (Medical Officers and Project Associates) to ensure the consistency of data fed into the database
- Systematic storing and keeping of files including both paper-based records and electronic database(s)
- Assist MEAL Officers in data management, monitoring and evaluation
- Additional tasks to meet the programmatic requirements

RECRUITMENT CRITERIA

- Bachelor/ Diploma degree in any field of study
- At least one year of work experience in an NGO or similar environment
- Proficiency in using data management software such as Excel
- Written and spoken English is needed to complete tasks
- Ability to generate reports and other documents in English
- Utmost respect for confidentiality, particularly regarding patient information and sensitive program-related discussions.
- Display personal integrity, honesty, and a positive mindset in all professional interactions.
- Unwavering COMMITMENT to neutrality and integrity in alignment with The Union's Code of Conduct.
- Alignment with The Union's Mission and Values, showcasing a shared commitment to the organization's overarching goals: [Link to Mission & Values](#)

Application:

Please send your application letter and CV (with THREE contacts for Reference Check), to hr.myanmar@theunion.org.

(Educational Certificates and supporting documents are not required at this stage of the application process.)

The Union Office in Myanmar

Ma-10, 64th Street, between 101st*102nd Streets, Chan Mya Thar Zi Township, Mandalay, Myanmar

(According to the large number of applications received, only shortlisted candidates will be notified for the interview.)

Note:

- While applying please mention the job title in the subject column of your email.
- Applications submitted after the deadline will not be reviewed.
- The Union in Myanmar is a Tobacco-free environment.

The Union has a zero-tolerance for Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility, and all employees are required to adhere to the Code of Conduct, which enshrines the principles of PSEA, at all times (both during work hours and outside work hours). Familiarization with and adherence to the Code of Conduct is an essential requirement of all staff.

Disclaimer: The Union does not charge a fee throughout its recruitment process.