



“ငန” လူထုကျန်းမာရေး

VACANCY ANNOUNCEMENT #323-2026
8 October 2026

Sun Community Health (“SCH”) is a non-profit, non-political and non-sectarian organization. It is a local non-governmental organization in Myanmar and is established in particular to advance socially beneficial purposes in Myanmar by promoting and providing information, services and products related to the prevention, promotion, curation and rehabilitation of the major health services including but not limited to HIV/AIDS, malaria, tuberculosis, maternal and child health, reproductive health and non-communicable diseases with the aim of furthering good health, prosperity and the relief of poverty, distress and sickness. This also includes state-of-art training programs, quality assurance programs, and a robust supply chain and logistics system and health financing mechanisms. The Organization may also provide non-health related ancillary services that ensure and improve the well-being of its clientele.

SCH is practicing the right to freedom from all forms of sexual violence, injustice, discrimination and abuse (including child and adult at-risk abuse). We recognize the responsibility we have to guarantee on that we do not deliberately or inadvertently cause any harms to right holders and communities through our work – whether that is our staff and representatives of our contractor (internal and external stakeholders). SCH will not tolerate any form of discrimination, abuse, exploitation, harassment under any circumstances and will take strong disciplinary action. Protection from Sexual Exploitation and Abuse (PSEA) is everyone’s responsibility and all staff are required to adhere to the Code of Conduct, that enshrines 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, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.

Job Title	: MIS Focal
Report to	: AFOM
Unit/Division	: Taunggyi Hub/ Program Delivery Division
Duration	: Up to December 2026 with Possible to Extension
Require Position	: “ 1 ”
Contract Type	: Service Agreement
Assigned Area	: Taunggyi
Office	: Taunggyi Hub

JOB SUMMARY:

The MIS focal is intended to take responsibility of data entry to support community and facility-based healthcare delivery by coordinating with Field team members and Service Providers ensuring accurate, complete and valid data entry processes. This role is critical in promoting the quality of proper data collection and timely data entry

DUTIES & RESPONSIBILITIES:

Sun Community Health is seeking MIS focal to engage in healthcare activities by:

- Taking responsibility for daily and weekly collecting and receiving of hard copies of source documents or scanned copies of data forms from the field team members and service providers.
- Check data accuracy, completeness, validity, consistency, and integrity of the collected data source documents or entered by part-time data entry personnel.



“ငန” လူထုကျန်းမာရေး:

- Taking responsibility for timely data entry and timely provision of required information back to field team members and service providers.
- Prepare the monthly, quarterly and other routine health services reporting process.
- Conduct routine data-quality checks to identify missing, duplicate, inconsistent or erroneous data and coordinate with relevant staff to resolve identified discrepancies.
- Calculate assigned program indicators using approved indicator definitions, formulas and methodologies, including appropriate disaggregation by township, age, sex, service type and reporting period.
- Assist AFOM in supervising and coaching of part-time data entry staff.
- Ensure to follow the organization's M&E plan and other related guidelines including Data security.
- Assists MIS and MEAL team focal from National team in designing new databases and data analysis.
- Responds to ad-hoc information and data request from user departments.
- Attend meetings or trainings as a representative of SCH regional data focal person if necessary.
- Perform the data reconciliations and report generation if required.
- Weekly back-up process of MIS databases.
- Performing any other additional duties as required.

Key Skills The key skills required for the position of MIS Focal include:

Technical Knowledge: Must have understanding on basic technical knowledge on SCH's Program and day-to-day MIS related workflow.

Operational Management: Must be able to manage their time effectively and operationally.

Communication skill: Able to understand basic communication skills and effectively communicate with their providers and all stake holders.

Organizational Skills: Knows teamwork nature and has highly organized skills.

Qualifications:

- Any graduate
- Preferably relevant work experiences for 2 years
- Competent in computer skill (Microsoft Access, Microsoft Excel, Microsoft office, Microsoft power-point, etc)

APPLICATION:

Interested applicant, please send Application Letter, Curriculum Vitae (with “Two” referees, including your last employment for reference check) scan or copies of Qualification Documents and National ID as per following “APPLY EMAIL/ LINK”, not later than on the evening of **15 October 2026 (Thursday)**.

SCH Taunggyi Hub Office: No. 194 (B), Pan Tin (17) Street, Phayarphyu Ward (3), Taunggyi

(Apply Link: <https://smrtr.io/CfCpw>)

“SCH is practicing an Equal Employment Opportunity and considers all applications without discrimination of race, sex, religion, national origin, age, marital status, HIV/AIDs status and disability.”

Only short-listed candidates will be invited for relevant tests and/or personal interviews.