

Vacancy Announcement

Position: Field Data Officer

Duty Station: Nyaung Shwe, Southern Shan State

We are a secular, non-profit, and non-governmental organization (NGO) dedicated to humanitarian aid, rehabilitation, and development. Our main emphasis lies in Water, Sanitation, and Hygiene (WaSH) initiatives, which frequently overlap with various sectors such as basic infrastructure, distribution of food and non-food items (NFI), disaster risk reduction (DRR), and livelihoods.

Through participatory methods, our teams strive to cultivate community ownership and facilitate capacity building. We engage in strategic partnerships with local collaborators, enhancing their technical and operational capabilities. Additionally, we provide support to grassroots organizations, contributing to the reinforcement of civil society engagement.

Position:	Field Data Officer	Location:	Nyaung Shwe
Report To:	Program Manager	Starting Date:	ASAP
Department:	Program Department		
Type of Contract:	National Position; the post requires a 3-month probation period.		
Basic Salary and Benefits:	G4L1 (Negotiable based on experience and qualifications.) Health and Life insurance package included.		

Duties & Responsibilities

The Field Data Officer is responsible for managing data collection, verification, entry, and reporting processes to ensure high-quality program data for both direct implementation and partner-led activities. The role plays a critical part in tracking progress, ensuring accountability, and supporting evidence-based decision-making in WASH and DRR including awareness, distribution and infrastructure interventions.

Data Planning, Coordination & Collection:

- Support the development of activity-based data collection plans in alignment with project indicators.
- Coordinate with internal and partner teams to align on data needs, timelines, and roles.
- Lead and supervise household-level, site-level, and event-based data collection using standardized tools.
- Train and guide field staff or enumerators to follow proper data collection protocols.
- Assist in translating and adapting survey tools for local relevance and understanding.

Data Quality Assurance & Verification:

- Regularly review submitted data for accuracy, completeness, and consistency.
- Conduct spot checks and triangulate data with physical records, community lists, or photos.
- Communicate errors or discrepancies to relevant field staff and provide correction guidance.
- Assist the MEAL team in developing simple validation checklists or verification forms.
- Monitor partner-reported data for quality compliance and provide corrective feedback if needed.

Data Management & Documentation:

- Maintain up-to-date digital databases and filing systems for all collected project data.
- Use tools such as Excel, Kobo Toolbox for structured data entry and analysis.
- Develop and regularly data sheets and data entry protocols for internal use.
- Ensure access controls and proper version management for sensitive files.
- Maintain records of all completed surveys, registration forms, and distribution tracking sheets.

Reporting & Analysis Support:

- Work closely with the MEAL Officer to compile clean and timely data for internal and donor reports.
- Support the preparation of summary tables, visual dashboards, and indicator tracking tools.
- Assist in drafting data highlights or short briefs for coordination or donor meetings.
- Participate in data review sessions, after-action reviews, and internal learning events.
- Contribute to analysis for Post Distribution Monitoring (PDM) and beneficiary feedback surveys.

Stakeholder Engagement & Capacity Support:

- Support implementing partners and local staff in understanding and applying data templates.
- Ensure clear communication with field teams and stakeholders on data responsibilities.
- Attend field-level coordination meetings and share updated data when requested.
- Engage local authorities or village committees to verify household or site data when needed.
- Promote inclusive data practices that reflect gender, age, and disability considerations.

Data Oversight and Confidentiality Management:

- Ensure accuracy, integrity, and accessibility of all program data in line with project needs.
- Monitor staff and partners' adherence to data confidentiality and usage policies.
- Create and maintain documentation outlining the source and use of each data set.
- Securely archive completed data and responsibly dispose of outdated/sensitive information.
- Ensure that all personal data collected from beneficiaries is handled in compliance with ethical and legal standards.

Position Requirements

- Bachelor's degree in statistics, development studies, information systems, or a related field.
- At least 2–3 years of experience in data management, monitoring, or reporting roles in the development/humanitarian sector.
- Strong command of data tools (Excel, KoboToolbox, ODK, or similar platforms).
- Proven experience working on WASH, DRR, or infrastructure/distribution projects is a strong advantage.
- Excellent analytical, communication, and teamwork skills.
- Willingness to travel to remote areas frequently, sometimes under challenging conditions.
- Experience working with partner organizations or in consortia is desirable.
- Good English and local language skills preferred.

The organization applies a zero-tolerance policy towards Fraud and Corruption.
The organization is committed to a diverse and inclusive environment. Women, ethnic minorities and persons with disabilities are encouraged to apply.
In line with the organization's policy on Protection of Sexual Exploitation and Abuse, successful candidates will be required to undergo PSEA training and agreed to abide by the policy.

APPLICATION PROCESS:

Interested candidates should apply by submitting their full CV, cover letter and contact details of 3 Referees by email to: recruitment.mmr.2024@gmail.com. Please use subject heading: "Ref: Vacant Position-Field Data Officer-Nyaung Shwe."

Deadline for applications: **Open until 18.6.2025**

We regret to inform you that only shortlisted candidates will be contacted for interview.

Due to the urgent need to fill this position, qualified candidates may be contacted on a rolling basis before the application deadline.

"Our organization is committed to providing a transparent and fair recruitment process. As part of this commitment, we guarantee that no fees will be charged at any stage of the recruitment process"