

Vacancy Announcement

Deutsche Welthungerhilfe (formerly known as German Agro Action/GAA) was founded in 1962. Today it is one of the biggest private development organisations in Germany. Non-profit, politically independent and non-denominational, the organisation works under the leadership of an honorary board and the patronage of the German President.

Welthungerhilfe Myanmar is running projects in the fields of humanitarian assistance, food and nutrition security, agricultural value chains and community development in Ayeyarwady, Mandalay Region, Kachin, Chin and Shan States. The WHH program is funded by various institutional donors (BMZ, Federal Foreign Office of Germany, LIFT and others) as well as private donors.

We are currently looking for a **Data Administrator** for the Programmes in Mandalay. The position will be based in Mandalay with frequent travels to the field offices and partner offices.

LIFT Emergency Project – Mandalay Region

Location: Kume, Myittha Township, Mandalay Region

Reports to: MEAL Officer (Matrix) & Project Coordinator (Administrative Line)

Contract Type: Full-time (100%)

Duration: 12 months (renewable based on performance and funding)

Purpose of the Position

The Data Administrator supports the LIFT-funded emergency response project in Mandalay Region by ensuring accurate, secure, and timely data management across all behavior change, food security, and WASH interventions under Output 1.2. The role ensures data integrity to support evidence-based decision-making in a rapidly changing emergency context.

Key Responsibilities

1. Data Entry and Management

- Collect and enter data from PLA sessions, community trainings, and nutrition-related interventions across 45 villages.
- Ensure timely input of both digital and paper-based forms using WHH-approved formats and platforms (e.g., Excel, Comcare, Kobo).
- Maintain complete, clean, and organized data records for all Output 1.2 indicators.

2. Database Oversight

- Develop and maintain structured databases for tracking beneficiary participation, training attendance, household interventions, and feedback mechanisms.
- Back up data regularly and organize files in WHH's cloud-based storage in line with internal protocols.

3. Support to Monitoring and Reporting

- Assist the MEAL Officer in preparing summary tables and visualizations for internal use and donor reports.
- Generate regular dashboards, track progress indicators, and flag anomalies for review.

4. Feedback and Complaints System (FCRM)

- Enter and categorize feedback data received from communities and project participants.
- Ensure confidentiality in storing sensitive data related to complaints, gender-based risks, or exclusion concerns.
- Tag feedback by issue and location to support analysis and timely follow-up by the MEAL and program teams.

5. Technical Support and Capacity Building

- Support field staff with troubleshooting digital tools used for data collection.
- Provide basic training to partner and WHH field staff on using data entry templates, ensuring standardization.

Required Qualifications

- Degree or diploma in Data Management, Computer Science, Statistics, or a related discipline.
- Minimum 2 years of experience in data administration for humanitarian or development projects, preferably in Myanmar.
- Proficiency in Microsoft Excel and data platforms like Comcare, KoboToolbox, or ODK.
- High attention to detail and commitment to accuracy and confidentiality.
- Strong organizational skills and ability to manage data across multiple locations and formats.
- Ability to communicate clearly in Myanmar; local language skills for Mandalay Region considered an asset.

Qualified women and men are encouraged to apply!

Interested persons should submit an application letter and an updated CV including educational qualifications, contact number and contact details of at least two professional references to:

Yadanamayhtay.Myint@welthungerhilfe.de

Not later than 27 April 2025 (Sunday)

Only shortlisted candidates will be contacted for an interview.

WHH reserves the right to conduct recruitment on a rolling basis.