



Myanmar Red Cross Society

Career Opportunities

Position Title	: Data Assistant
No. of Post	: (1) Post
Report to	: Senior Programme Officer and Programme Manager
Department	: Health Department
Duty Station	: Taunggyi
Benefits Packages	: Salary + Insurance + Training + Travelling Allowances + Casual Leave+ Quarantine Leave+ + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave
Application Deadline	: (11/02/2020), 16:30

Programme Background: Myanmar Red Cross Society has been implementing "Community Based Programme for Malaria Prevention" which has been funded by UNOPS/GF starting implementation in 10 townships of Southern Shan State since 2011 to 2014 and expanded to 11 townships from 2015 to 2017. This programme has been expanded its programme activities and area from year to year to such an extent that only 300 villages in 2011 to 1000 villages in 2016 and 2017. Currently this programme is extended from 2018 to 2020 with the support of UNOPS Global Fund RAI2E in 15 townships of Southern Shan State. The main programme activities in 2018 are Integrated Community Malaria Volunteer (ICMV) trainings, Community Malaria Case Management through ICMVs, Continuous LLINs distribution, Health Education Sessions, Case Detection in MMP (work sites) by Mobile Teams, etc. This programme has been closely coordinated and collaborated with National Malaria Control Programme (NMCP), State VBDC team, State Health Department, respective Township Health Departments and other stake

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"Our recruitment and selection procedures reflect our commitment to the safety and protection of children, and prevention of violence among communities members in our programs"

holders at Central, State and Townships level in implementing its programme activities and has also been contributing to achieve the Goal of National Plan for Malaria Elimination in Myanmar (2016-2030).

Duties & Responsibilities

1. Carefully check and enter program related data received from all the project townships such as LLINs distribution documents and report, VHV carbonless Register Report, HE Session Report, state and township Supervision checklist, stock report of LLINs, RDTs and anti-malarial drugs, IEC materials.
2. Must enter the verified data in various kinds of standard computerized formats within the set time.
3. Perform program related data backup on daily basis or as required and make sure all the entered data are in place, safe and updated.
4. Responsible for maintaining and keeping safe of the hard copy documents of LLINs Distribution forms, VHV carbonless register, HE session, M&E checklist before and after data entry.
5. Regularly updated reporting status of VHV carbonless report of every project village and contact to township staffs for requesting and getting of the remaining report as soon as possible.
6. Regularly submit the reporting status and the entered combined data to M&E Officers and Senior Programme Officer for reviewing via email (hard copies as required) after every updating.
7. Submit monthly or on demand reports to M&E officers and Senior Programme Officer.
8. Maintain the project computers to be fully functioning and virus free.
9. Regularly updated village profile and volunteer profile data.
10. Regularly ask and keep the quality photos of project activities from the townships staffs.

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11. Perform any other related duties assigned by the supervisors and Programme Manager.

Skills, Competencies and Requirements

- Must be a Myanmar National
- Age under 50 years old
- University degree holder.
- Minimum one year experience with similar position and INGO/NGO in the field site.
- Well-developed computer skills with demonstrated competence in Excel, Word and Power point.
- Strong interpersonal and communications skills.
- Ability to travel anywhere with short notice.
- Commitment to learn, open to change and willing to try new things.
- Understanding of Red Cross Movement and willingness to actively promote Red Cross fundamental principles

Application process: Please send your application letter, CV, and related documents (PDF Version) to;

Head Office:

**Myanmar Red Cross Society
Razathingaha Road, Dekhinathiri,
Nay Pyi Taw**

Programme Office

**Myanmar Red Cross Society
No. 22/4, Yay Aye Kwin Ward,
Yet Kan Kyaung Street (East Circular
Road),
Shan State, Taunggyi**

(or)

Email: mrcshr.tgi@gmail.com

For more information and application, please visit to the www.redcross.org.mm

Only short listed candidates will be contacted for a personal interview.

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