



# Myanmar Red Cross Society

HR- Field VA No. 004.4 – Data Assistant



**Myanmar Red Cross Society (MRCS)** is volunteer based humanitarian organization throughout the whole country acting with and for the most vulnerable at all times.

## Data Assistant

<b>No. of Post</b>	<b>: 1 Post</b>
<b>Report to</b>	<b>: Senior Programme Officer</b>
<b>Department</b>	<b>: Health Department</b>
<b>Project/Program</b>	<b>: Community Based Programme for Malaria Prevention</b>
<b>Duty Station</b>	<b>: Taunggyi</b>
<b>Grade</b>	<b>: C1</b>
<b>Benefits</b>	<b>: Salary + Insurance + Training + Travelling Allowances + Casual Leave + Quarantine Leave + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave</b>

**Application Period : 19-March-2024 to 1-April-2024, 16:30**

### Background of Project

Myanmar Red Cross Society has been implementing "Community Based Programme for Malaria Prevention" which has been funded by UNOPS/GF since 2011. This programme had been implemented in 1000 project villages of 11 project townships in 2016-2017, in 800 project villages of 15 project townships in 2018-2020 and 5-8 townships in 2021-2023. In 2024-2026, the programme will be implemented in 225 villages of 5 project townships Lawksawk, Namsang, Kunhing, Maukmai and Moani with the support of UNOPS/GF RAI4E Grant. The main programme activities will be Integrated Community Malaria Volunteer (ICMV) trainings, Community Malaria Case Management through ICMVs, including early diagnosis and prompt and proper treatment case notification, malaria elimination activities with cooperation and guidance of VBDC team etc. Continuous LLINs distribution, Health Education 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 holders at Central, State and Townships level in implementing its programme activities

**"Person with disability are encouraged to apply this post as they will be given equal opportunity"**

**"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"**

**Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality**

*MRCS-NwRC/ Medical Coordinator for Access to Primary Health for conflict and Climate Change affected populations (19/03/2024) (004.4)*



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throughout the previous project years until now. The programme has also been contributing to achieve the Goal of National Plan for Malaria Elimination in Myanmar (2016-2030).

## Purpose of the Position

Under the supervision of Sr.PO, data assistant is mainly responsible for verification and entry of various data in time, preparation and timely submission of various report to partners and assist & participate in M&E and other project related work by following the framework of the MRCS policies and procedures and in accordance with the fundamental principles of the Red Cross Movements.

## Duties and Responsibilities

1. Carefully check and enter program related data/report received from all the project townships such as LLINs distribution documents and report, ICMV carbonless Register , ICMV quarterly report, state and township Supervision checklist, stock report of LLINs, RDTs and anti-malarial drugs, IEC materials.
2. Must enter the verified data correctly in various kinds of standard computerized formats within the set time and report daily entry status with findings.
3. Must report monthly ICMV case management report in time to central NMCP via Web based reporting system.
4. Responsible for preparation and providing of monthly malaria case management report in INGOs format, ICMV quarterly report in time to Sr.PO/M&EA.
5. Perform program related data backup on daily basis or as required and make sure all the entered data are in place, safe and updated.
6. Responsible for maintaining and keeping safe of the soft copy as well as hard copy document of LLINs Distribution forms, ICMV carbonless register, ICMV quarterly report, Supervision Report and M&E checklist before and after data entry.

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7. Regularly check the stock flow of monthly carbonless report of each ICMV and give the recommendations in each village along with detailed/ analysed findings.
8. Regularly conduct report received status of various report in detailed. Update the status accordingly and submit the report to Sr.PO/MEA after every updating.
9. Submit monthly report with relevant information regularly or on demand reports to Senior Programme Officer and M&EA.
10. Assist other project team members regarding M&E/Data and other programme related work and participate in report review process as necessary.
11. Maintain the project computers to be fully functioning and virus free. Responsible to do regular data backup and maintaining.
12. Regularly updated village profile and volunteer profile data and also keep the quality photos of project activities from the townships staffs.

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

### Skills, Competencies and Requirements

- **Must be a Myanmar National**
- Must be University degree holder
- Must have minimum two years experienced with similar position or any other related posts in NGOs/INGOs/MRCS
- Experience or knowledge in programme management, implementation and reporting
- Well Developed computer skills with demonstrated competence in Excel, Word and Power point

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- Be obedient, trustworthy and good interpersonal communication, cooperation and coordination skills
- Able to work well in a team and live in stressful situations
- Commitment to learn, open to change and willing to try new things
- Can ride the motorcycle and must have valid driving license
- Able to travel to project sites frequently with short notice
- Understanding of Red Cross Movement and willingness to actively promote Red Cross fundamental principles

**\*\*Note: Applicants will be considered to be shortlisted that need to send application letter, CV, passport-size photo, education qualifications and references (PDF Version) to:**

**Head Office:**

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

**Branch Office:**

Myanmar Red Cross Society  
No. 121/2, Zay Pine ward,  
Khwat Nyo Street Shan State, Taunggyi

(or)

Email: [mrcshr.tgi2022@gmail.com](mailto:mrcshr.tgi2022@gmail.com)

For more information and application, please visit to the [www.redcross.org.mm](http://www.redcross.org.mm)

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

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