



Myanmar Red Cross Society



HR- OMU(Sittwe) VA No. 001 – Data Management Officer

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 Management Officer

- No. of Post** : 1 Post
- Report to** : Health Program Coordinator
- Department** : Operation Management Unit
- Project/Program** : Access to primary and secondary health care services to vulnerable group in Rakhine
- Duty Station** : Sittwe
- Grade** : D-1
- Benefits** : Salary + Insurance + Transportation Allowance + Health Benefit Allowance + Supplementary Allowance + Hardship + Staff House Training + Travelling Allowances + Casual Leave + Quarantine Leave + Earned Leave + Medical Certificate Leave + Maternity Leave + Home Leave + Substituted Leave + Paternity Leave + Compassionate Leave + Blood Donation Leave

Application Period : April 25, 2024 to May 9, 2024 (16:30)

Brief Intro About Department or Program/Project

In 2017, MRCS is increasing its engagement in Rakhine state through immediate, medium and long-term support to people affected by communal violence. With the support of IFRC, MRCS has initiated Branch Capacity Building Development program in Sittwe, Mrauk-U, Kyauktaw, Ponnagyun, Minbya, Maungdaw, Buthidaung, and Rathedaung Townships. Program period is initial three months and high possibility of extension as long term program. Maungdaw, Buthidaung, and Rathedaung areas are under the management of Maungdaw Hub office. MRCS is setting up Operation Management Unit under the direct supervision of Deputy Secretary General and technically under the Rakhine Operation Steering Committee.

Purpose of the position: Data Management Officer will be responsible for the overall management of data collection, data entry, data cleaning and data compilation for monthly

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

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report, quarterly report and annual report. This position involves extensive record keeping, organizing, and problem solving and time management. It also involves interpretation and communication of complex regulations and medical data and communication with MRCS Rakhine Operation Management Unit, Health Department, Health Coordinators, Mobile clinic consultant, and Health Delegate including providing regular report and analysis. This position will be based in Sittwe, as part of the Rakhine Operations Management Unit, and will work under the direct supervision of Hub Manager. Senior Health Program Coordinator will be responsible for supporting systematic data collection, data management at Sittwe, Maungdaw and Buthidaung. Extensive coordination with State Health Department, District and Township Health Departments, Health Delegate, health cluster and in close coordination with other health actors and stakeholders operating in Rakhine.

Job purpose

The main purpose of this position is to manage data and information compiled and collected by primary health care units or teams of Sittwe, Maungdaw and Buthidaung. The position holder should work under the close supervision of Hub Manager and Health Program Coordinators. Senior Health Programme Coordinator would give technical supervision and support to this position in order to maintain quality data of the programme throughout the job term. He/she should work for the programme by following the seven principles of the Red Cross. He/she should work for the programme by following the seven principles of the Red Cross.

Duties and Responsibilities

Main Duties

1. Ensure MRCS policies and guidelines are properly followed.
2. To ensure quantity and quality check of all programme related data including distribution items to beneficiaries
3. To prepare data base format and manage data entry
4. To support Health Program Coordinators and PHC teams to collect data timely and efficiently monthly/ timely update of data base format if necessary
5. To check and validate the data entered both hard and soft copies
6. To ensure data validity and confidentiality of all received data

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7. To consolidate the data received from the programme (eg. monthly, quarterly, mid-term and yearly)
8. To analyse data under the close supervision of Health Program Coordinator
9. To collect basic health profiles from program/project villages and update quarterly
10. If necessary, to involve in data collection, survey and other activities in the field sites i.e. program/ project villages
11. Build capacity and improve data collect/analyze capacity of staffs and participate in clinic visits when necessary.
12. Ensure that program implementation is in line with MRCS strategy, policies and the red cross fundamental principles, prevention of fraud and corruption guidelines, staff regulations and code of conduct.

Reporting

13. To submit Monthly, quarterly and annual Data reports submit to Hub Manager through Health Program Coordinator before deadlines.
14. Make sure the daily situation report, other data and information submit to the Hub Manager through Health Program Coordinator as necessary.
15. Maintain all hard and soft copy files of the program.

Coordination & Cooperation

16. In close coordination and consultation with key stakeholders of target villages, Township Red Cross branch and volunteers, local authorities and other related NGO/INGO, CSO.
17. Work in close coordination and cooperation with management and supporting team and actively share information and resources.
18. In line with MRCS policy and guidelines, coordinate and support to Township Health Department request and necessary
19. Coordinate with MRCS H.Q Health department and PMER Unit to get technical support to mobile clinic and effective & qualitative data
20. Participates in coordination meeting, Training and provide information as needed and to keep updated information of current issues and trends related to the responsibilities of the job.

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21. Maintain team spirit with team members
22. Carry out any other tasks assigned by the Supervisor and Hub Manager.

Skills, Competencies and Requirements

- Must be University Graduated
- At least one – year experience in data management of program/ projects in other local/international, non-governmental organizations
- Previous experience of working in Rakhine would be advantageous
- Experience of working with communities in conflicts/disasters
- Good knowledge of Primary Health Care Program
- Advanced Computer Skills (Microsoft Word, Excel, Power Point, etc.)
- Usage of data entry and analysis software (eg. SPSS, KOBO)
- Good knowledge of Rakhine local context and situation of conflicts/ disaster
- Good personality and professional ethics
- Should have strong, facilitation, communication, coordination and interpersonal skills
- Ability to manage and prioritize multiple tasks, takes initiative, work well in a team and live-in stressful situations
- Ability to travel frequently to program sites
- Ability to work effectively with the two ethnic communities in the state and international staffs
- Flexibility and Support to Emergency intervention
- Willingness to promote/ follow Red Cross principles of Neutrality, Impartiality and independence
- Fluent in Myanmar Language
- Strong interpersonal and communication skills including oral and written English language skills
- Rakhine ethnics and Muslim language skill are more preferable
- Ability to work well in a team and dealt with stressful situation
- Ability to follow Red Cross (7) fundamental principles, MRCS policy, strategies and guidelines

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- Understanding of commitment to and willingness to actively promote the Red Cross and Red Crescent Fundamental Principles
- Experience of working for the Red Cross/Red Crescent is preferred

****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.

Hub Office:

Sittwe Hub Office, OM Unit
May Yu Road, Kyay Pin Gyi Qtr,
Sittwe Township, Rakhine State. (or)

Email: mrcshrmaungdaw@redcross.org.mm (or)

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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