



(Vacancy Announcement)

Data Entry Clerk(MEAL)- 1 Position

Job Level – (O.2)

Duty station – Hpa An

Duration :6 Months, further extension conditional upon funding

VA :2025-HI-025

Organization:

Humanity & Inclusion (HI - registered as the Federation Handicap International) is an independent and impartial aid organization working in situations of poverty and exclusion, conflict and disaster. HI works alongside persons with disabilities and people in need of support, taking action and bearing witness in order to respond to their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights.

In emergency, HI's mandate widens to target the groups most in need within any population taking gender inequities into account – from isolated rural communities, to persons with disabilities, to excluded minority groups – to ensure their equal access to appropriate relief aid. HI works to meet the needs and defend the rights of children, women, and men with disabilities.

Since its creation in 1982, HI has gone on to work in around 60 countries worldwide. Our work has benefited several million people.

Humanity and Inclusion in Myanmar

In Myanmar the first operations date back to 2008, following cyclone Nargis. The emergency response program closed at the end of the response operations. In 2013, HI reinstalled an intervention program, and focused on activities in its core sectors of interventions: promoting inclusion and responding to the needs of persons with disabilities including landmine victims.

HI's intervention in Myanmar is based on 5 strategic pillars:

- **Emergency Response** – Basic Needs and Inclusive Humanitarian Action
- **Armed Violence Reduction** – EORE, Contamination Impact surveys and Victim Assistance Efforts
- **Inclusive Health** – Rehab, MHPSS, Early Childhood Development and Access to Services
- **Inclusive Preparedness** – Disaster Risk Reduction and Logistics Analysis
- **Inclusive Opportunities** – Inclusive Education and Inclusive Livelihoods

In 2024, the HI Myanmar program will be integrated into the HI Southeast Asia program, gathering Thailand, Cambodia, Lao, Vietnam and the Philippines.

For more information on the organization, please see:

- Humanity and Inclusion website: <https://www.hi.org/en/index>
- the online presentation of the organization: <https://www.youtube.com/watch?v=3p2OWI6T3AY&t=127s>
- Follow us on Facebook: <https://www.facebook.com/HIMyTh/>

Humanity & Inclusion encourages qualified people with disabilities or chronic illness and women to apply. We commit advancing inclusive workplace to remove barriers and to the full and equal participation in the workforce. We commit to provide equal employment opportunities, reasonable

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accommodation in workplace to all employees and qualified applicants, regardless of Nationality, gender, religious and ethnic backgrounds, including people with disabilities.

Main objective of the position:

Under the supervision of the MEAL Officer, the Data Entry Clerk (MEAL) is responsible for routine monitoring of the project, data collection, quality assurance, implementation of key MEAL tools and establishment of community complaints and feedback mechanisms. Data Entry Clerk will also be responsible for recording and monitoring feedback, ensuring that the feedback mechanisms loop is closed, and that clients are informed of decisions taken. Data Entry Clerk is based in Mandalay.

Missions / Responsibilities

Responsibility 1: Performs data entry

- Performs data entry from paper forms to a digital database
- Follows the input masks and the format of the database.
- Transmits the completed database to his/her supervisor at regular intervals and once the data entry is completed.
- Respects the confidentiality of the data processed.

Responsibility 2: Provides the first level of data quality control

- Ensures that the data entered is complete and consistent, and that the database format is appropriate.
- In case of doubt or when an error is detected, informs his/her supervisor

Responsibility 3: Contribute to the development of the tools, database, and data management, in cooperation with the Operation Team(s)

- Ensure that MEAL standards and tools are in place and being implemented at the field level, while communicating efficiencies to the MEAL Officer in a timely and proactive manner;
- Regularly collect monthly data from different project teams and partners, and routinely monitor project implementation;
- Support in ensuring data quality of routine monitoring and evaluation data;
- Work in collaboration with project team and partner on data missing, errors, duplication, cross check and analysis, with the support of MEAL Officer;
- Ensure data quality and discrepancies of data on both source files, tablets and computer software;
- Assist the MEAL Officer to ensure that databases are accurate representations of program performance across activities;
- Provide data and information monthly basis to MEAL Officer to update indicator tracking table and MEAL Report;
- Performs regular or on-demand data extractions, disaggregated with gender, age and disabilities upon requesting;
- Support MEAL Officer in developing beneficiary database, data recording tools and capacity building of partner and project team;
- Support MEAL Officer in enumerators training on data collection tools, monitoring and conducting different surveys and assessment;
- Support MEAL Officer to update 3W,4W,5W data requested by different sectors / cluster;
- Encode and enter data into the Program /State level database, which support to Nationwide Dashboard;
- Participate in MEAL team meetings/activities/field visits, and other meetings with program and/or support departments as needed;
- Responsible to report on monthly to MEAL officer;

- It is expected that the position holder will perform any other duties as required by the Line Manager that are commensurate with the position.

Responsibility4: Tools and database archiving systemically

- Keep the accessories such as tablets, phones and documents used for data collection systemically and easily accessible by team;
- Ensure regular back up and archive project data, database and tools in compliance with data protection policy and standard tools and guidance of HI

It is expected that the position holder will perform any other duties as required by the Line Manager that are commensurate with the position.

Due to the developing and volatile situation in Myanmar and emergency nature of the programmatic response, the position holder's responsibilities may evolve as per programmatic needs.

Duty Station : Hpa An
Line Manager of the position holder for : MEAL Officer
Position holder is Line Manager for : N/A
Position holder is technical referent for : N/A

Required Qualifications

Qualification:

- At least a matriculation pass with a related field from an accredited academic institution is required or a university degree (additional qualification specific for data/information management, development in the field) is preferable.

Experience:

- Minimum 2 years of relevant work experience is required.
- At least 2 years proven data entry work experience, as a Data entry operator or Office clerk is required.
- At least 1-year, practical experience of mobile data collection (Kobo toolbox and Survey CTO) is required.
- Experience in data collection and indicator tracking within development projects is highly desirable.
- Strong Knowledge and experience on data management (build data entry framework, data cleaning and analyzing) and understand in technical skill is required.
- Strong knowledge and experience on Monitoring, Evaluation, Accountability and Learning is required.
- Experience with MS Office Package (excel, word, Power Point and MS Team app) and statistical applications (software)
- Experience of working in a remote and/or community setting is an advantage.
- Previous experience in working with INGO/NGO and CSOs is required.
- Experience working in multidisciplinary context is an advantage.

Languages Skill:

- Good level in English and Myanmar languages, both in written and Oral is required.

HI SALARY RANGE SOCIAL BENEFITS:

Approximate Basic Salary: **(1,310,260 MMK to 1,536,640MMK)**

Social and Other benefits: HI Medical Reimbursement, 13 months bonus, Seniority bonus, Public Holidays, Leave benefits (Annual leave, Sick leave, Maternity leave, Paternity leave), Monthly Medical Allowance + Travel allowance, Communication allowance per month.

HI is committed to protecting children and vulnerable adults from harm. All staffs are expected to comply with the child Protection and PSEA Policies. Applicants for this position will be assessed regarding their suitability to work with children and vulnerable adults.

“HI is committed to maintaining a Non-Discriminatory work environment that values diversity and inclusion and offer Equal Opportunity for any employee or candidate regardless of race, colour, religion, sex, age, and disability, history of incarceration, marital status, sexual orientation, gender identity or expression. Qualified women are strongly encouraged to apply for this position.

The successful candidate will be required to complete a self-declaration form to help verify their suitability to work with children.

Send applications to: recruitment@myanmar.hi.org (CV + cover letter).

Please write: “**VA: 2025-HI-025_Data Entry Clerk (MEAL)_ Hpa An**” in subject.

Deadline for the submission: **20 June 2025 (5:00 PM) MMT.**

Only shortlisted applicant will be contacted for a written test and interview. Qualified applicants may be contacted on a rolling basis before the closing date, it is encouraged to apply early. After closing date, applications are not considered.

HI is an organization that takes a Zero Tolerance stance on sexual exploitation, abuse, harassment and intimidation, fraud and corruption. The selected candidate must agree to adhere to and respect these policies which are available on this link: <https://hi.org/en/institutional-policies>

HI has also set up a rigorous, transparent and inclusive mechanism for the escalation and management of complaints. Any report can be sent confidentially and securely to this email <https://secure.ethicspoint.eu/domain/media/en/gui/105781/index.html>.