



**VACANCY ANNOUNCEMENT**  
**(vacancy announcement number - 056)**



<b>Position Title</b>	<b>:</b>	<b>Data Analyst (One Post)</b>
<b>Report To</b>	<b>:</b>	<b>Program Manager, Community Strengthening Department</b>
<b>Duty Station</b>	<b>:</b>	<b>Head Office, Yangon</b>
<b>Travel Requirement</b>	<b>:</b>	<b>50% Office Base and 50% Duty Travels to Project Areas across Myanmar</b>
<b>Contract Type</b>	<b>:</b>	<b>Project-Base Contract</b>
<b>Project Duration</b>	<b>:</b>	<b>Initial seven months (1<sup>st</sup> March ~ 30<sup>th</sup> September 2023) with high potential extension</b>
<b>Application Period</b>	<b>:</b>	<b>10<sup>th</sup> ~ 17<sup>th</sup> March 2023</b>
<b>Benefits and Allowances</b>	<b>:</b>	<b>Competitive Salary + Attractive Employee Compensation Packages (13<sup>th</sup> Month Service Gratuity + Health Care Insurance &amp; Benefits + All Public Holidays &amp; Paid Leaves + Travel &amp; Communications Allowances)</b>

Myanmar Positive Group (MPG) is the largest National Network of People Living with HIV (PLHIV) in Myanmar registered as a local community-led, non-profit, community-based organization affiliated with over one hundred and sixty Self-Help Groups across Myanmar to work for PLHIV individuals, Key affected Populations (KPs) and their families over the past eighteen years since our foundation in 2005.

Our mission is to represent and serve our community through sustainable community-led intervention strategies that address the needs and concerns of PLHIV and KPs with primary focus on the area of 1) Capacity Building, 2) Networking, 3) Representation, 4) Reduction of Stigma and Discriminations, 5) HIV Service Provision including Emergency Response activities and, 6) Advocacy and Building of Strong Partnership and collaboration with different Key Stakeholders in National AIDS Responses, various global and regional networks under the Leadership of Elected Area PLHIV Representatives from all the States and Regions of Myanmar as its Board of Representatives and Guidance of MPG Advisory Committee through its Secretariat Office and Head Office in Yangon, twelve field operations offices and five clinics across the country.

MPG is currently seeking a qualified motivated Myanmar national to apply for the **Data Analyst** position at Secretariat Office under Community System Strengthening Department for implementations Community -led HIV, COVID-19 and other essential health care service provision including prevention, care and treatment, human rights, gender, legal aids supports and emergency response services across Myanmar through support of different donors and funder during 2021-2023.

## **JOB PURPOSE**

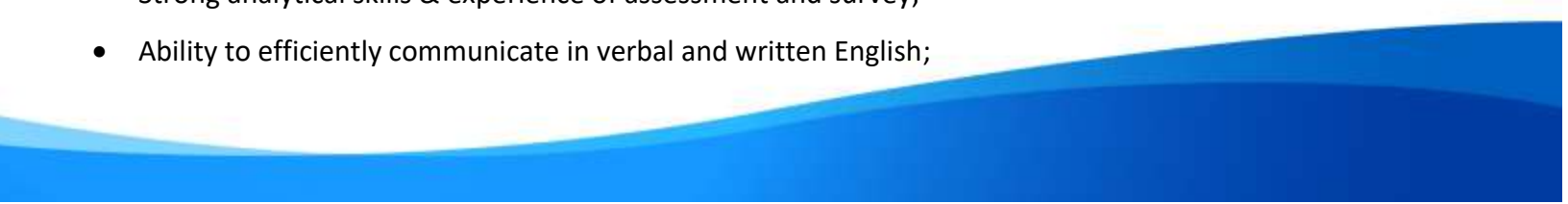
In closely collaboration with Program Manager – Community System Strengthening Department, Data Analyst is mainly responsible for implementing community-led HIV, COVID-19 and other essential health care projects' operations activities at project townships within assigned States and Regions and this position is accountable for the following key responsibilities.

## **ROLE & RESPONSIBILITIES**

### **MONITORING AND EVALUATION OF PROGRAM ACTIVITIES**

- Be able to customize and realize the tools package to be used for CLM activities to meet the local practices applied by the data collectors;
- Provide information management and data analysis support to inform service providers and advocacy at national and sub-national levels, including reporting on results;
- Providing coordination support by working together with local coordinators for engaging with the KP networks in offering the technical assistance for data collection process and result verification;
- Develop analytical reports, tables, and infographics, and advocacy tools for various types (PPT, reports, brochures and policy brief for key stakeholders (e.g. coverage and trend analysis at decentralized and aggregate levels);
- Support coordination, management and data analysis support, including quality for CLM program led by community network. This will also include supporting quick data analysis and dissemination for service providers and stakeholders.;
- Supervise and data quality control of data entry;
- Keep regular back up of data, and ensure the data security and confidentiality with strict limitation of access to data both physically and electronically;

### **SKILLS AND EXPERIENCES NEEDED**

- Hold a Bachelor Degree in any field preferably Health related and Social Sciences backgrounds;
  - Has minimum one year or equivalent proven experiences related with the announcement preferable if has experience in data management;
  - Has familiarity with database management using Microsoft Excel, Access Database, Power BI analytical tool and preferable whom have knowledge in DHIS2 report and donor report;
  - Strong knowledge of statistics and experience using statistical software for analyzing data;
  - Strong analytical skills & experience of assessment and survey;
  - Ability to efficiently communicate in verbal and written English;
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## ESSENTIAL SKILLS REQUIRED

- Planning & Organizing Skills, Self-motivated, Passionate, Innovative, Flexible, Quick learner;
- Ability to work under stressful conditions, Result Orientated, Analytical Thinking;
- Strong Negotiation Skills, Relationship Building, Leadership Skills, Team spirits;
- Ability to work in multi-cultural environment with High level of integrity;

***“MPG 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, color, religion, sex, age, and disability, history of incarceration, marital status, sexual orientation, gender identity or expression. People Living with HIV are strongly encouraged to apply for this position. ”***

Interest candidate are request to entering below link or scanning QR code with filling necessary information for application submission process not later than 5 P.M of 17<sup>th</sup> March 2023 ( Friday).

**[Click Here for Job Application Submission for this position !](#)**



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

### **Myanmar Positive Group Head Office**

No.30/B, Thirimon 9<sup>th</sup> Street, Thirimon Housing, Ward1, Mayangone Township, Yangon, Myanmar.

### **Myanmar Positive Group, Secretariat Office**

No. 63, Oakkyin Butaryone Street, Yang Naing Condominium, 8th Floor B, 16 Ward, Hlaing Quarter, Yangon , Myanmar.

If you have anything to know associate this position, please contact to [hrd@myanmarpositivegroup.org](mailto:hrd@myanmarpositivegroup.org)

**OR** (HP +95 9 7656 33502, +95 9 78761 3048, + 95 9 7656 39775 ) within Office hour (Monday to Friday).