

## Job Reannouncement – 20/2024

[December 23, 2024]

Job Title	: MIS Officer
Department	: Strategic Information Department
Location	: Yangon
Report to	: MIS Manager
Contract Type	: One-year (Annually renewable)

### Who we are:

PSI is a network of locally rooted, globally connected organizations working to achieve consumer-powered healthcare -- people-centered health systems that ensure quality, affordable care wherever and whenever it is needed. Our origins in sexual and reproductive health have grown into a broader mission. Today, we work with the public and private sectors as well as local communities, prioritizing people's voice and choice and developing solutions to meet their essential health needs. Over the past five decades, we have helped push boundaries, break taboos, set trends, and develop innovative solutions to complex global health challenges.

Population Services International Myanmar (PSI/Myanmar) is a non-profit, non-political, and non-religious organization and equal opportunity employer. We work to make it easier for people in the developing Myanmar to be healthy by providing access to products and services that has been implementing health programs throughout the country for the past twenty-eight years.

### Join Us:

PSI Myanmar seeks MIS Officer who will be responsible for assisting day-to-day office work for the MIS Unit, Strategic Information Department as exemplified by data analysis and ad-hoc data information.

### Your Contribution:

- Receive, review and verify that programmatic data submitted monthly by SSRs and program operation department is accurate, complete, consistent, and timeliness.
- Guide and train the part-time staff on the recording program information.
- Check and verify the accuracy of the data entered by the part-time staff.
- Develop and maintain the documentation as part of the data management system.
- Input the program data from the operations department to MIS system.
- Prepare the monthly and other routine reports including the donor supporting document in time.
- Act as the technical key person of MIS team to create the advanced reporting systems, use of DHIS2, Power BI, other relevant platform and troubleshooting of databases.
- Assist in routine data quality assessment of SSRs to ensure high-quality data and appropriate systems.
- Develop the data dashboards for monitoring performance of program and projects.
- Provide technical support in developing and maintaining in DHIS2.
- Conduct data analyses and create data visualizations of PSI's program data in DHIS2.
- Perform any other duties as required and assigned by the Manager.
- Perform the weekly/ monthly back-up process of MIS databases.



**What are we looking for:**

- Must be a bachelor degree holder
- Minimum 2 years' experience in the related field
- Proven Experience in DHIS2 and proficiency in Microsoft Office applications
- Ability to meet the deadlines and achieve the targets
- Should be organized, systematic, dynamic and must interact well with others

**How we select the right candidate:**

Evidence based selection would be applied through the relevant assessment, personal interview, reference check for being fit with the proven skills, experience and abilities indicated in the announcement.

**Please join with us by applying through the link:** Your application along with Resume / CV should be submitted ONLY online through the [Apply Link](#) before **January 05, 2025 (Sunday)**.

For more details, contact to Human Resources Department. Tel: +951 375854 ~ 58, 375878 ~ 79

