



## Asian Harm Reduction Network (AHRN)

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### JOB VACANCY AHRN/YGN/24/014

**Date: 15 Mar 2024**

**Position : Data Assistant (1) Post**

**Location : Nant Taw, Sagaing Region**

The Asian Harm Reduction Network (AHRN)-Myanmar is an International Non-Governmental organization, which is implementing a harm reduction programme to reduce HIV transmission among people injecting drugs, their (sexual) partners and the communities they live in by providing support to implementation of harm reduction interventions and to create an enabling and supporting environment through advocacy, capacity building, training and service provision.

AHRN-Myanmar is looking for highly motivated and reliable individuals who are keen to be part of an active team/organization that delivers wide range of services to improve the health of vulnerable person to fill in the position of “**Data Assistant**” for its ongoing Harm Reduction activities in Myanmar.

- The position is full-time, based in **Nant Taw, Sagaing Region** with a probation period of three months.
- Starting date of the contract: **As soon as possible**

#### **Personal and Professional Requirements**

- Must hold bachelor degree;
- Preferably relevant work experiences for 2 years and familiar with data management;
- Intermediate skills and experience of working with MS Office packages, specifically Excel and Word;
- Ability and willingness to travel hard to reach sites;
- Good communication skills;
- Good sense of priority and ability to take initiative;
- Keen interest in contributing to HIV/AIDS responses in Myanmar;

#### **Main Responsibilities**

- Responsible for collection/management and analysis of all data related to project site operations including the facility and community;
- Maintain and upgrade the M&E software;

- Assist Data Officer, Data Manager and Head of M&E in compiling specific M&E reports for Fund Manager/ donors;
- Compile monthly, quarterly and yearly M&E reports of project site operation and send to Yangon Head Office in time in the required format;
- Actively involved in gathering information and provide feedback to people using the daily log sheets (i.e., outreach, peer educator, medical interventions (HIV, TB, Malaria, SRHR, etc.) highlighting the achieved, under achieved and achievable for further improvement;
- Provide technical guidance and assistance on M&E related issues to all staff;
- Represent the organization in coordination with other IPs and stakeholders on M&E related issues;
- Provide briefing, recruitment training, on job orientation and coaching sessions on M&E related issues for newly recruited staff;
- To inform respective staff about patients that go the loss to follow up cases (e.g., HBV vaccination, HTS, TB screening, and Malaria etc);
- Perform cash count with Admin/Finance Assistant for adequate safety measures as per AHRN financial procedures;

**Application deadline: 29 Mar 2024**

Applications should address all Selection Criteria, and should include a cover letter along with a copy of current Curriculum Vitae listing two referees and their complete contact details (i.e., name, position title, organization, phone, fax, email, and mailing address details). Attention to **Human Resources Team, Asian Harm Reduction Network (AHRN-Myanmar)** and send the applications to:

**AHRN Yangon Office** : No.135 (G), MawyaWaddy Street, 8 Mile, Pyay Road, Mayangone Township, Yangon.

**AHRN Nant Taw Office** : Sai Phay Thwin Hospital, Nant Taw Village, Homalin Township

Or e-mail to [jobs@ahrnmyanmar.org](mailto:jobs@ahrnmyanmar.org), online applications should be clearly mentioning the job title and location in the subject line.

Additional information: -

- Only short-listed candidates will be contacted for a personal interview.
- Please do not send original documents as it will not be returned.

**AHRN has a zero-tolerance policy on any kind of sexual exploitation, abuse and harassment. AHRN expects full commitment of its employees with AHRN Code of Conduct including PSEA policy.**