

## Data Officer

**Data Officer** (1 open position)

**Closing date: 31<sup>st</sup> January 2022** (The recruitment is urgent; HI reserves the right to hire somebody before the deadline)

Handicap International that runs its program under the operating name Humanity & Inclusion (HI) seeks for **the Data Officer is based in Mae Sot under the Senior MEAL Officer** (Senior Monitoring Evaluation Accountability and Learning Officer),

HI reserves the right to not accept applications submitted after the deadline. Only shortlisted candidates will be contacted for testing and an interview.

### PROJECT HISTORY

Handicap International, now operating under the name Humanity & Inclusion (HI), is a non-profit independent and impartial aid organization working in situations of poverty, exclusion, conflict and disaster. HI works in emergency, post-emergency reconstruction or rehabilitation, chronic crises and development settings.

HI works alongside persons with disabilities and vulnerable populations, 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. 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, for the benefit of several million people.

In Thailand, HI started working in 1984 and currently implements activities for Burmese refugees along the Thailand-Myanmar border under three thematic areas: Rehabilitation, Disability & Social Inclusion (DSI) and Explosive Ordnance Risk Education (EORE).

For more information on the organization, please see Humanity and Inclusion website: <https://hi.org/en/index> and the online presentation of the organization: <https://www.youtube.com/watch?v=3p2OWI6T3AY&t=127s>

### WORKING ENVIRONMENT

HI Thailand has three main pillars of intervention within the Myanmar/Thailand Program:

- Armed Violence Reduction (AVR) including Explosive Ordnance/Mine Risk Education,
- Inclusion of persons with disabilities with Disability & Social Inclusion (DSI),
- Health and Rehabilitation with project covering physical and functional rehabilitation.

The projects are supported by the European Union, UNHCR, Fondation de France and the US Government (BPRM).

### JOB DESCRIPTION: DATA OFFICER

#### **GENERAL MISSION:**

To assist the data manager to maintain HI database by entering and updating project data from primary sources, maintaining accuracy of information by identifying errors and omissions and to produce weekly and monthly data quality reports for Data Manager. The Data Officer shall support Data Manager in identifying data deficiencies to enhance quality assurance.

The Data Officer will be based in Mae Sot office and working under the supervision of the Data Manager. The Data Officer may need to travel to all 9 temporary shelters to ensure data collection or data verification.

#### **RESPONSIBILITIES:**

##### **Responsibility 1: Compile and encode data on soft and hard copy into main database system**

**Aim:** Ensure data is correctly coded, verified with primary sources and entered in in the main database for EORE project 9 camps, DSI project 5 camps and Rehab Project 5 camps.

**Benchmarks:** *Receive hard copies of data sources from the Project Officers, clean data, verify completeness and transfer data into the database system.*

**Activities:**

- Cross-check and clean data on monthly data collection from project team, including quality checking on activity record from field and monthly data monitoring.
- Support and/or coordinate with project teams on monthly hard copy data upload by follow up and update the monitoring tools.
- Transfer data from source documents or paper formats into computer files with database update by projects/team/timeline of monthly deadline.
- With support from Data Manager, provide feedback on data quality to project teams on monthly basis (Blank, Error or N/A data) by error detection system.
- Verify data collection and database by comparing it to source documents from staff member in each project database.
- Encode data into a functional from monthly report and ensure functioning of a database template for project information system.
- Support on assessment or survey data entry when project implement on baseline, end line or other related.
- Combine and rearrange data from source documents when required (Assessment or survey), including with translate to Burmese or Karen language.
- Work in coordination with the data manager to enhance the structure of a functional database by monthly basis or when require.
- Manage the project activity record to keep in storage and ready to find or search when require.
- Manage file data collection tools and source documents per project to be able to keep track of the projects.
- Perform regular on daily/ weekly/monthly/quarterly/yearly backups to ensure data preservation.

**Responsibility 2: Support the data collection and data entry processes on capacity building to camp base staff and feedback system.**

**Aim:** *Support Data Manager in identifying capacity building priorities on data collection and verifying correct tools are used at camp level.*

**Benchmarks:** *Camp based staff are able to collect accurate information with no omissions and errors. Data is submitted on time using correct data collection tools, data sources are properly filed and secured.*

**Activities:**

- Maintain the data collection storage by managing the folder or type of data upload by project team.
- Support Data Manager on training delivery to Camp Based Staff, Project Officers and Project Managers on data collection tools. Including with field visit for coaching and quality checking to camp base staff.
- Support the project teams to validate the activity record and target beneficiary's annual verification by field visit and train or feedback the beneficiaries update system in each camp and each project.
- Ensure projects have set timelines and meet established deadlines for data collection. And follow up the staff member to meet with the reporting timeline.
- Support cross-check of filling forms at camp level and ensure the forms are duly filled and kept. And feedback to project staff member on error and

**Responsibility 3: Support and Complaint recording the Accountability system and feedback mechanism.**

**Aim:** *Support MEAL in identifying the Complaint record and information collection.*

**Benchmarks:** *Complaint feedback mechanism reception from all management level and field level.*

**Activities:**

- Support the MEAL Unit by taking a role of Accountability, Feedbacks and Complaints Mechanism Focal Point by receiving, collecting comments / feedbacks from all HI reporting channels including the comment box which are set up in all refugee camps and Mae Sot Office.
- Update and record the complaint information into the logbook on a daily basis.
- Inform and Support to MEAL Officer on translating/coordination to camp level for Accountability training topic and including with MEAL activity in local languages.

**Qualification Required:**

**Education:** University degree / Diploma in the field of Information Management, IT, Records Management, Development, Computer Sciences or any related fields

**Experiences:**

- At least 1 years proven data entry work experience, as a Data entry operator or Office clerk.
- Familiarity with administrative duties.
- Fluent in Karen or Burmese both speaking and writing are mandatory.

**Technical Skills & Cross Cutting Skills:**

- Experience with MS Office and data programs.
- Knowledge on data management and understand in technical skill.
- Typing speed and accuracy (English, Karen, or Burmese language - Thai added advantage).
- Fluent in Karen or Burmese both speaking and writing are mandatory.
- Familiarity with google drive or OneDrive and database system.

**Behavioral Skills:**

- Self-initiative, Time management, Intellectual flexibility and Adaptation skills.
- Communication skills and Team player.
- Quick in providing solutions and Attention to detail.
- Organization skills, with an ability to stay focused on assigned tasks.

**JOB CONDITIONS:**

**Local work contract**, fixed duration contract (potential to be extended)

**We offer also:** nice working environment such as 15 days of annual leave, 5 working days office closure in December, 15 days of public holidays, 5 days special leave for family event, Social Security & Worker Compensation Fund, Group life & health, phone card credit, bonus, seniority of 2% after the 1<sup>st</sup> year of employment and training possibilities.

**Start preferably: 15<sup>th</sup> February 2022**

**How to apply:** In the subject line of the email please write **“Data Officer”**

**IMPORTANT:** In the content of the CV please outline responsibilities and tasks from previous & current work, volunteer experiences and training received.

**Please send all applications (cover letter, CV, copy of Thai ID card, educational certificate, training certificate) to: [recruitment@thailand.hi.org](mailto:recruitment@thailand.hi.org)**

Only candidates who passed the administrative selection will be taken into consideration for a technical assessment and will be afterwards notified of the final decision. Selected applicants may be invited for an interview. HI reserves the right to contact the applicants for further information before the final selection of the selection committee.

***Handicap International encourages qualified persons with disabilities or chronic illness and women to apply. HI is committed to protecting children and vulnerable adults from harm. Employment is subject to HI protection standards including background checks and adherence to HI protection policies (Child protection, PSEAH), Fraud and corruption and Code of Conduct. All information shared by the applicants remain confidential.***