



Data Management Assistant

Employment Term: Fixed-term (till 30 September 2020)
Level: National, E1
Location: Sittwe, Myanmar
Closing Date: **30 August 2019**



Oxfam is a global movement of people working together to end the injustice of poverty. That means we tackle the inequality that keeps people poor. Together we save, protect and rebuild lives. When disaster strikes, we help people build better lives for themselves, and for others. We take on issues like land rights, climate change and discrimination against women. And we won't stop until every person on the planet can enjoy life free from poverty.

We are an international confederation of 19 organizations (affiliates) working together with partners and local communities in the areas of humanitarian, development and campaigning, in more than 90 countries.

All our work is led by three core values: Empowerment, Accountability, Inclusiveness. To read more about our values please click [here](#)

Oxfam is committed to preventing any type of unwanted behavior at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.

Note: All offers of employment will be subject to satisfactory references and may be subject to appropriate screening checks, which can include criminal records and terrorism finance checks.

The Role

Oxfam in Myanmar is looking for Data Management Assistant.

Job Purpose

To ensure that Oxfam has the capacity to collate monitoring information from the programme activities in a clear and systematic way referring to data quality standards and using agreed tracking formats. This constitutes part of Oxfam's accountability framework.

To view the full job description please click [here](#).



Skill and Competence

- Bachelor degree in relevant topic combined with technical competence and work experience in information and data management.
- Experience in database management, record keeping and filing systems with an understanding of quality and safe data management
- Analytical skills an advantage
- Excellent IT skills (troubleshooting, support,)
- Proven experience with: Microsoft Office (especially Excel) and familiar with other data analysis software.
- Ability to work independently, organize and prioritize workload effectively.
- Able to work as part of a diverse team in a complex context.
- Ability to handle multiple tasks concurrently and ability to plan, and successfully carry out tasks.
- Well developed interpersonal and team skills and ability to adapt to rapidly changing external constraints under pressure with minimal supervision.
- Confidentiality and capacity to safely handle data (according to organizational standards) essential,
- Good communication skills in written and spoken English.
- Ability to travel to project areas.



Note to candidates: Shortlisted candidates will be assessed on our organizational values and attributes at the interview stage. The successful candidate(s) will be expected to adhere to our code of conduct. We encourage candidates to read and understand our code of conduct [here](#).

How to apply

Please state applied position in email subject line and send CV and cover letter to Human Resources Department through myanmarhr@oxfam.org.uk (OR)

Oxfam office, No. 34, Corner of Aung Taw Mu Street and Golden Hill Avenue Street, Golden Valley Ward 2, Bahan Township, Yangon, Myanmar.

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Find out more about our pay & benefits, please click [here](#)