

Scope of Work

Position Title: Data Administrator

Reference Number: 240907

Position Location: Thailand (remote work)

Assigned Unit/Country: Myanmar

Coordinator: Information Management Coordinator

Overview: This scope of work (SoW) outlines the **Data Administrator** position with the Center of Operational Analysis and Research (COAR). The **Data Administrator** will support COAR's Myanmar projects by:

1. undertaking media monitoring, primary and secondary source research of publicly available quantitative and qualitative data to support the humanitarian interventions in Myanmar,
2. updating databases on a regular basis by conducting data entry and,
3. maintaining the databases to a high quality by conducting necessary data quality control measures.

About COAR: COAR is an independent social enterprise that directly supports practitioners, policymakers, and donors by facilitating humanitarian and development interventions in complex, fragile, and high-risk environments.

Objectives:

- To support the country team with complete and accurate databases that inform humanitarian updates of the country.
- To prioritize and distill significant events and track developments relevant to the humanitarian community.
- To verify and validate the most significant data, and assess the credibility of sources, through triangulation and other recognized data quality assurance and verification methods.
- To inform current Myanmar's social, political and socio-economic context to project teams from the humanitarian perspective.

Activities:

The **Data Administrator's** tasks are envisaged as follows:

- Monitor different traditional media online and social media such as Twitter and Facebook, including routine publications from UN agencies, press releases from ethnic-armed organizations, government, and other key stakeholders.
- In a systematic way, collect and keep the records, data and information that are important for humanitarian programming in Myanmar.
- Clean the extracted data and/or modify it to fit into COAR's databases.
- Conduct data entry into database, on a routine basis, including data validation and triangulation.
- Conduct in-depth tasked research on specific topics or issues, mining all traditional and non-traditional resources, as requested by Project Managers or Analysts.
- Assist the IM Team in developing new data collection tools, and methods including the development of new databases.
- Work in a committed, professional manner with consistency, integrity, and confidentiality.

Deliverables:

Data Administrator will:

- Prepare updated databases about humanitarian updates in Myanmar, using multiple source streams to support humanitarian interventions;
- Produce synthesized information of humanitarian updates for the IM Team to utilize in data visualization and reporting;

Qualifications and Experience:

Qualifications

- A minimum of a university-level education; high degree of proficiency in Myanmar Language required.
- A minimum of 2 years' experience working in a data management position in a social enterprise, NGO, INGO, or similar organization, or other relevant background;

The ideal candidate for the **Data Administrator** role will have:

- Excellent skills at using Microsoft Office (especially Microsoft Excel) and Google Workspace (especially Google Sheets);
- Excellent knowledge and easy use of Google Search and social networks, including public information portals;
- Very good computer skills — especially desktop publishing;
- Knowledge and understanding of Myanmar's socio-political context;
- Knowledge and skills in analyzing quantitative data, and mixed-method research;
- Good level of English and native Myanmar language;
- Skills in data management software or data visualization software would be an asset.

Important Note:

- COAR's mode of work is mostly remote, using the internet and a computer. COAR may not be able to support each employee with a high-model computer laptop due to the nature of the work and the funding status. The Data Administrator should have a good laptop computer and a good internet connection for this remote work at COAR.
- Some or all candidates may be required to take a computer ability test as a part of the recruitment process.

Timeframe: At will, and as funding is available.

Application Procedure:

- To apply for this position, please send the following documents to hr@coar-global.org.
 1. Application letter,
 2. Curriculum Vitae, which includes at least one referee and
 3. Scanned copies of academic and/or non-academic certificates which are relevant to this position (e.g., Certificate in Excel Skills).
- Please mention the position title and reference number that you applied for and your name in the email subject:
(For example: "Data Administrator (240907) , Mr. Kyaw Kyaw").
- Application deadline: 25 October 2024 (We review the applications on a rolling basis).