

## Database Officer (Internal and External Job Advertisement)

**Database Officer** (1 Position)

**Closing date: 12 August 2024** (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 **Database Officer is based in Mae Sot office under the supervision of the Thailand MEAL Senior Officer, based in Mae sot, Thailand.**

**HI is engaged in an employment policy in favour of employees with disabilities.**

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=3p2OWl6T3AY&t=127s>

### WORKING ENVIRONMENT

**HI's intervention in Myanmar and Thailand is based on 5 strategic pillars:**

- **Emergency Response** – Basic Needs and Inclusive Humanitarian Action
- **Armed Violence Reduction** – EORE, Contamination Impact surveys and Victim Assistance Efforts
- **Inclusive Health** – Rehab, MHPSS, Early Childhood Development and Access to Services
- **Inclusive Preparedness** – Disaster Risk Reduction and Logistics Analysis
- **Inclusive Opportunities** – Inclusive Education and Inclusive Livelihoods

### General Mission

The Database Officer ensures the use of data management tools on the project(s) and/or in the geographical area(s) of intervention to which he/she is assigned, as defined in the data

management system framework established by the Senior IM Officer or otherwise by the Regional MEAL Manager. He or she controls the quality of the different data transiting the system.

## **JOB DESCRIPTION**

### **Mission 1: Operational implementation**

#### **1. Database development and information management (50%)**

- Contributes to the monitoring, evaluation, accountability, and learning (MEAL) plan of the assigned project/s and the country program by defining the information management (IM) system and action plan
- Builds and updates project monitoring database to track beneficiary and indicator progress or other program management databases as agreed with the supervisor
  - Helps define information flows
  - Ensures compliance with internal data management standards
  - Carries out data extraction, data visualization, and report generation on demand
  - Reviews and cleans database
- Contributes to the development and implementation of data management protocols or guidelines
  - Supports the training of project staff and partners during data collection and processing, including selection, training, and supervision of enumerators, facilitators, encoders, or documenters
  - Supports setting up of data protection and quality control mechanisms for paper-based and mobile data collection
- Supports the field data collection in-person and/or remotely
  - Designs electronic forms for mobile data collection
  - Inputs directly or supervises entry of data from paper forms to database or the daily use of mobile data collection tools
- Supports regular, responsible, and complete archiving of data sets and project documents

#### **2. Accountability (25%)**

- Supports the project and MEAL teams in orienting beneficiaries and partners on the feedback and complaints management system (FCMS) and implementing the mechanisms
- Supports satisfaction surveys or community dialogues with beneficiaries to receive feedback on project activities
- Helps build and manage the feedback and complaints database and provides analysis

#### **3. IT follow-up and maintenance (15%)**

- In collaboration with IT, ensures coherency, integration, and security of system
- Maintains the software used for database management
- Backs up the database on a regular basis agreed with the supervisor

## Mission 2: Emergency preparedness and response

- Contributes to the programme's emergency preparedness actions
- Supports the MEAL Unit in implementing MEAL-IM activities of projects under the country program, as defined with the Supervisor
- In an emergency, adapts his or her working methods to contribute to an effective humanitarian approach by HI.

### Other skills

### Job requirement

#### Education :

- Education: Bachelor's degree in computer science, statistics, demographics, public policy, community development, or related field
- Experience: At least 2 years' of professional experience in an information management, M&E position, specifically in designing and implementing databases as part of monitoring, evaluation, accountability, and learning systems
- Experience in database management, including designing and managing beneficiary monitoring and database systems
- Experience of mobile data collection (Survey CTO, Kobo) and data visualization (PowerBI)
- Proficient in MS Office especially Excel and in statistical data analysis
- Experience in project implementation in a development or humanitarian setting an advantage
- Solid understanding of project management cycle and results-based monitoring and evaluation
- Knowledge of quantitative and qualitative data collection methods
- Proficient in online collaboration tools
- Experience working with an INGO/NGO is an advantage

#### Language skills

- Fluency in English writing and speaking and Thai language is required.

#### Behavioral Skills:

- Positive thinking/open mind to learn the new things.
- Flexibility
- Communication
- Team work spirit
- High commitment/belief of the philosophy on the community development and work with the grassroots people.

#### JOB CONDITIONS:

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

**We offer also:** nice working environment such as 21 days of annual leave per year, 15 days of public holidays, 5 days special leave for family event, Social Security & Worker Compensation Fund, Group life & health, phone card credit, 13<sup>th</sup> month bonus, seniority of 1% after the 1<sup>st</sup> year of employment and training possibilities.\

**Start preferably: 1 September 2024 or earlier**

**How to apply:** In the subject line of the email please write “**Database 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, Thai ID Card, Educational certificate, training certificate) to:** [recruitment@thailand.hi.org](mailto:recruitment@thailand.hi.org)

Only candidates who passed the & Administration 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.***

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