

## VACANCY RE-ANNOUNCEMENT

Job Title	<b>HIS Officer (Software Developer)</b>
Department	Monitoring and Evaluation, Program Strategy and Quality Unit
Employment status	Full time
Number of Position	1
Location	Yangon, Myanmar
Travel	Occasional travel to the project related area
Reports to	Health Information System Coordinator (HIS Coordinator)
Reporting to this position	NA

**Community Partners International (CPI)** is a U.S. nonprofit organization dedicated to empowering vulnerable communities in Asia to meet their essential health, humanitarian and development needs. Founded by U.S. doctors in 1998, the organization has grown to serve more than one million people each year. Community Partners International focuses on helping communities affected by conflict, violence, and displacement, in remote and hard-to-reach contexts, and marginalized by poverty and exclusion.

Community Partners International, in partnership with Ethnic and Community Based Health Organizations (ECBHOs) has been implementing health, humanitarian, education, emergency response and developmental program as well as health system strengthening to partner organizations. The Health Information System Officer will be working to develop project focus health information system, organizational level web application and partner health information system strengthening under direct supervision of Health Information System Coordinator and overall supervision of Senior Monitoring and Evaluation Manager.

### Primary Responsibilities

- Develop and participate in each and every step of application development (web & mobile) including designing, building, maintaining the applications and analyzing technical requirements based on users' need.
- Coordinate with CPI monitoring and evaluation (M&E) team for the development of graphical user interface and designing relational database.
- Make sure data quality and development of health management information system to be utilized within CPI and partner organizations.
- Provide technical assistance to CPI and partners' M&E and HIS team for any errors and troubleshooting, cleaning the data and migrating the data from one database to another
- Participate in the provision of training to CPI and partners' staff for basic management of databases
- Mentor the colleagues from CPI and partner organizations on handling of application and web design by providing the continuous support
- Assist HIS Coordinator to explore innovative ideas to apply eHealth technologies into existing and upcoming projects and develop relevant applications/software

### **Regular Responsibilities**

- Assist in establishing and strengthening the current database system using more effective coding, features and languages
- Solve the problems encountered by CPI and partners' organization during data entry, reporting and dataset extraction in a timely manner
- Be responsible for timely delivery of quality data in terms of planned schedules to minimize the data management work load of field staff
- Assist in developing a convenient reporting system by using available information technology to be able to promote data validity, timeliness and reliability
- Support in developing and upgrading dashboard in order to visualize the achievement of programs' implementation and assist to find out the strengths and gaps
- Ensure accurate and timely information is available to senior management and team members
- Support program management staffs in the development of data management system upon request
- Conduct other duties assigned by supervisor

### **Partner Support**

- Access HIS capacity of CPI partner organizations and develop a plan for HIS capacity building for them
- Regular monitoring visit to partner organization and provide technical assistance on partners' HIS system according to their requirements

### **Capacity Building and Supporting Staff**

- Facilitate software training and other related training to partners organization and internal staff
- Monitor the capabilities of team member and arrange the required support (both in house and outsourced trainings)

### **Operations and Administration**

- Maintain data confidentiality, security and privacy while regular data backing up of partners monthly, quarterly and annual data
- Involve in the development of team work plan and communicate closely with CPI M&E Team member for required operations

### **Essential Skills**

- Bachelor degree in Computer Science or related field
- At least two years of experience in designing, developing, implementing and maintaining databases
- Strong experiences in the development of mobile and web application.
- Ability to develop front end and back end mobile and website architecture within a short period.

- Proficiency in fundamental front-end languages such as HTML, CSS, and JavaScript.
- Proficiency in any language and frameworks of front end and server-side language
- Familiar with oracle database is an asset
- Experience in using scripting or authoring language, management tools, content creation tools, applications
- Communicable written and spoken English
- Self-motivated and ability to work independently as well as being part of a team
- Highly organized and able to work to deadlines
- Confident and cooperative, even under pressure
- Ability to quickly develop a strong understanding of the local cultural and political context and be able to motivate others and work successfully within these contexts

## APPLICATION INSTRUCTIONS

All interested and qualified candidates are requested to send an Application Letter, Curriculum Vitae to:

Email: [hr.ygn@cpintl.org](mailto:hr.ygn@cpintl.org)

- The closing date for application is 17:00pm, **(7-October-22, Friday)**, Yangon, Myanmar.
- Please clearly mention the Position and Location you are applying for in the email Subject Line.

## CPI's Value

- At CPI, we believe that all people have right to live their live free from sexual violence and recognized that there are unequal power dynamics across the organization. CPI does not tolerate discrimination and harassment under any circumstances and will take disciplinary action, which may include dismissal, against any worker who discriminates or harasses any worker. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, at all times (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.
- CPI is an Equal Opportunity Employer and considers all applicants on the basis of merit without regard to race, religion, sex, gender identity, sexual orientation, ethnicity, national origin, age, marital status, or disability.

## Note to Candidate

- Candidates are required to declare in advance that should there be any relative or family member being currently employed in CPI. Failure to do so can lead to termination of the employment contract even after successful selection.



Empower communities. Transform lives.

- Because of the large volume of applicants, only shortlisted candidates will be contacted.
- Contract and position are contingent upon successful award of the project and final approval by the donor.