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Terms of Reference (ToR)

Position Title	: Data Assistant
Type of Employment	: Contract (1 year with possible extension based on performance and availability of funds)
Duty Station	: Thimphu, Bhutan
Organization	: Bhutan Cancer Society (BCS)

The Bhutan Cancer Society is pleased to announce the recruitment of a **Data Assistant** on a one-year contract basis. The selected candidate will support data entry, analysis, and reporting to enhance and improve Population Based Cancer Registry.

1. Primary Roles and Responsibilities

The Data Assistant will be responsible for key technical and operational functions essential to the Population Based Cancer Registry:

- **Data Entry and Management**
 - Collect and enter program and cancer registry data into designated platforms (e.g., MS Excel, Google Sheets, or other data management systems).
 - Ensure accuracy and completeness of data through regular quality checks, cleaning, and verification processes.
- **Data Analysis and Reporting**
 - Generate regular summaries, statistical tables, and reports for internal use and stakeholder dissemination.
 - Support basic data analysis to identify trends and gaps relevant to cancer incidence and services.
- **Monitoring and Evaluation Support**
 - Assist in tracking performance indicators across BCS projects linked to the cancer registry.
 - Contribute to M&E frameworks through data collection tools and outcome measurement support.
- **Stakeholder Coordination**
 - Liaise with hospitals, health programs, and relevant stakeholders to ensure timely data sharing and coordination.
 - Follow up with partner institutions to retrieve missing or incomplete data.
- **Confidentiality and Ethics**
 - Uphold strict confidentiality and adhere to data protection standards in handling sensitive cancer-related health information.
 - Ensure ethical practices are maintained in all aspects of data handling and reporting.

2. Secondary Roles and Responsibilities

In addition to core responsibilities, the Data Assistant will provide support in broader administrative and operational functions:

- **Field Support**



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- Assist with logistics and coordination for data collection during field visits, surveys, or outreach programs.
- Support field teams with tools and documentation for effective data gathering.
- **Knowledge Management**
 - Maintain an organized filing system (digital and physical) for all data-related documents, reports, and correspondences.
 - Contribute to documentation of lessons learned and best practices.
- **Administrative Assistance**
 - Provide support to the Program and M&E teams in preparing presentations, meeting minutes, and communication materials as required.
 - Perform other duties as assigned by the supervisor or Executive Director to support the functioning of BCS programs.

3. Required Qualifications and Skills

- Bachelor's degree with skills ICT, or any related field.
- Prior experience or academic training in data management, data entry, or statistical analysis is preferred.
- Proficiency in Microsoft Excel and Google Workspace; and familiarity with other statistical tools will be an added advantage.
- Strong attention to detail, accuracy, and organizational skills.
- Ability to work independently and collaboratively within a team environment.
- Good written and verbal communication skills in both English and Dzongkha.
- Commitment to confidentiality, ethical standards, and the mission and values of BCS.

4. Salary and Benefits

- A monthly consolidated salary of Nu. 24,250/- based on BCS ISR
- Other benefits as per BCS contract employment guidelines.

5. How to Apply

Interested Bhutanese candidates who meet the above criteria may submit the following documents to **admin@bcs.org.bt** or in person at the BCS Office, Thimphu, during the office hour by 30th May 2025 5:00PM.

1. Application letter
2. Curriculum Vitae (CV)
3. Academic transcripts and certificates
4. Valid Security Clearance and Identity Card
5. No objection letter from employer, if currently employed
6. Any certificates of experience on the relevant field.

Only shortlisted candidates will be notified for the interview.

For further inquiry and assistance, contact 17846070 during the office hour