VACANCY ANNOUNCEMENT # 022- 2024 (Re – Announcement)
01 March 2024

Lan Pya Kyel Association ("LPK") is a non-profit, non-political and non-sectarian organization. It is local organization in Myanmar and an affiliate of PSI/Myanmar. Organization is currently providing full comprehensive package of HIV prevention and treatment to vulnerable populations particularly, sex workers and men who have sex with men and Transgender Women. Organization has been implementing HIV and related programs throughout the country for the past 15 years with the name of “TOP”. Lan Pya Kyel is now inviting applications to fill the following position:

**Job Title:** Clinic Support  
**Office:** Muse - Lan Pya Kyel  
**Report to:** Medical Officer  
**Contract Term:** Fixed term contract based on project period

**JOB SUMMARY:**

The Clinic Support works for LPK/ TOP, an HIV/AIDS and TB project aiming at reducing HIV and TB transmission and HIV/AIDS-associated morbidity and mortality amongst the high-risk and marginalized population of Sex Workers and Men Having Sex with Men in all LPK sites in Myanmar.

His/her mission is to do the welcoming of the clients, and will be responsible to assist LPK/TOP Medical Officer and to keep data and maintain clients' records in LPK/TOP clinics.

**DUTIES & RESPONSIBILITIES:**

- Perform weight and height measuring of clients in advance for consultation.
- To participate in the triage of clients presenting with respiratory signs and symptoms at the clinic reception, to arrange an infection corner for clients with respiratory symptoms (TB corner) and to facilitate fast forwarded service for TB confirmed and presumptive patients.
- Record vital signs (temperature, respiratory rate, pulse rate, blood pressure) and monitor if necessary.
- Prepare the files for consultation in advance.
- Perform procedures ordered by the medical officer. The procedures included plasma separation (centrifuging of whole blood samples) and preparation for plasma sample transport.
- Assist Medical Officer in his/her consultation and act as third person during examination procedures.
- Assist Medical Officer during family planning and CCP procedures.
- Perform autoclaving of reusable instruments at the end of every usage.
- Ensure the medical instruments are regularly cleaned by using high level disinfectants.
- Ensure smooth patient flow by prioritizing clients according to clinical condition;
- Assist in appointing clients for next visit.
- Assist to enter data related to TOP clinic activities and keep client records and files in order.
- Facilitate patients’ referral as appropriate.
- Conduct contact tracing for patients (either phone or in person or both).
- Follow up monitoring for home-based care patients.
- Ensure universal hygiene precaution and follow infection control procedures.
• Perform cleaning of instruments used in the consultation at the end of every day.
• Ensure the disposal of medical waste every day.
• Ensure the disposal of non-medical waste twice per week.
• Make sure to keep individual patient files to follow procedure of LPK/TOP client recording system.
• Under supervision of Medical Officer, take on other assignment related to case management service and follow reasonable instructions.

QUALIFICATIONS

• Must be able to understand basic communication skills and effectively communicate with community and other departmental staff.
• Have good understanding of universal hygiene precaution and infection control procedures.
• Must have basic knowledge about HIV prevention activities.
• Educational level must be at least matriculation exam passed and ability to use computer.
• Ability to learn and motivated to learn.
• Must be flexible, open minded and have team work.

If you are interested in these positions to apply, please send Application Letter, Curriculum Vitae, Copies of Education Certificate, National ID Copy and three referees including your last employer to as per follow address not later than 15 March 2024 (Friday).

Lan Pya Kyel Office: Ka Ma La (220), Quarter (1), Kaungmulwel Quarter, Muse Township, North Shan State.
09 40052 0468, 09 969906289, 09 250168734

Apply Link: https://smrtr.io/jx9XH

For more details, contact to Human Resources Department.

Only short-listed candidates will be invited for relevant tests and/or personal interviews.

“Lan Pya Kyel internal staff are encouraged to apply, and will be given equal treatment to external candidates”