**VACANCY ANNOUNCEMENT # 024- 2024**

06 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:

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Admin Assistant</th>
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<tbody>
<tr>
<td>Office</td>
<td>Mandalay – Lan Pya Kyel (CXR Center)</td>
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<tr>
<td>Report to</td>
<td>Medical Officer</td>
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<tr>
<td>Contract Term</td>
<td>Fixed term contract based on project period</td>
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**JOB SUMMARY:**

The Admin Assistant works for LPK, a 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 for LPK program/project offices.

His/her mission is to support implementation in LPK CXR Center for administration, logistics, procurement and some part of finance.

**DUTIES & RESPONSIBILITIES:**

- Photocopies and/or scans materials upon request for the center operation team.
- Answer phone calls, provide information to callers or connect callers to appropriate people.
- Assist to develops and maintains an efficient filing system.
- Regular checking and prepare clinic record forms to timely support.
- Perform as focal person for office vehicles, generators, equipment to check regularly for maintenance.
- Support and manage for office maintenance process as necessary.
- Manage to keep the office area clean and tidy and/ or to engage office cleaners and security.
- Submits advance requests & taking cash from finance for LPK to purchase kitchen supply, stationeries, office utilities bill, sometimes training/meeting/workshop advance and other as instructed.
- Procurement of office supplies, kitchen supplies, clinic supplies etc., in line with existing LPK procedures.
- Assist of office and kitchen supply for support (e.g. Stationary, IEC and other related activity).
- Prepare monthly payment for courier service and generator fuel.
- Liaises with procurement unit for procurement, follows up on order processes, keeps record of all orders and ensures the right items are procured as planned.
- Support and Liaises with ICT Officer for IT related items’ repair and maintenance process.
- Assists regularly in team meetings, and is responsible for the hand out of relevant documents and related tasks agreed beforehand with the Medical Officer.
- Organizes staff travels (tickets booking, car booking with Admin Department) if needed.
- Assist to prepare the renewal of administrative documents, such as clinic registration, vehicle registrations and follows up process.
- Monitor and arrange regular payments of lab investigation cost.
• Prepare expenses reports checked by Medical Officer and submits to finance after verification by Medical Officer.
• Support the financial transactions, and operation cash, PRF for LPK CXR center operations.
• Assist in collaboration and coordination with donor, LPK coordination office, finance and Human Resource Department.
• Create and maintain all Mandalay CXR center’s fixed assets list.
• Prepare inventory report and provide it to Mandalay warehouse team monthly.
• Monitor average monthly consumption, expiry date and balance of HIV test kits, Clinic medicine, CXR films and other supplies.
• Prepare stock indent form with complete information and summit to Medical Officer.
• Prepare monthly stock reports and summit to Medical Officer.
• Prepare a fixed assets report and provide it to the Coordination Admin unit monthly.

QUALIFICATIONS

• Any graduate with 2 years’ experience in office administration.
• Must have basic knowledge about TB, HIV prevention and treatment activities.
• Must be able to manage time effectively to meet deadline assigned by LPK CXR center team.
• Must be able to have good communication skills and effectively communicate with other departmental staff. Good communication with LPK targeted communities.

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 20 March 2024 (Wednesday).

Lan Pya Kyel Office: No (107), 77 Street, Between 27 x 28 Street, Chan Aye Thazan Township, Mandalay.
09 402570263, 09 969906289, 09 250168734
Apply Link : https://smrtr.io/jCrkh

For more details, contact to Human Resources Department.
Only short-listed candidates will be invited for relevant tests and/or personal interviews.
Hiring process will start as soon as the suitable candidates apply for this position.

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