



Community Action. Leveraging Services.

VACANCY ANNOUNCEMENT # 039- 2025

24 June 2025

Lan Pya Kyel Association (“LPK”) is a non-profit, non-political and non-sectarian organization. It is local organization in Myanmar. LPK 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 20 years with the name of “TOP”. Lan Pya Kyel is now inviting applications to fill the following position:

Job Title	:	Security
Office	:	Pathein - Lan Pya Kyel
Report to	:	Assistant Finance and Administration Officer
Contract Term	:	Casual Employment Contract

JOB SUMMARY:

The Security will perform to keep the office environment and office equipment safe and secure.

DUTIES & RESPONSIBILITIES:

- Watch the safety of assigned area/ location;
- Check and report the generator regularly;
- Take care the safety of fire, water, electricity and thief.
- Record visitor In / Out and other necessary information;
- Responsible for compound cleaning and gardening;
- Report regularly concerning safety & security situation to supervisor.
- Check at daily concerning vehicles, keys, records, office windows, doors etc.,
- Support Assistant Finance and Administration Officer in another task as assigned.

QUALIFICATIONS

- Must have primary school level education and be able to read and write well.
- Must be in good health and strong.
- Must understand the nature of work.
- Must be of good character, positive attitude and be honest.
- Must be hard working.
- Must be able to fulfill duties.
- Must have positive understanding to MSM, TG, FSW populations.

If you are interested in the position to apply, please submit your Application Letter, Curriculum Vitae, and three referees including your last employer through the link below or send to the following address not later than **08 July 2025 (Tuesday)**.

Lan Pya Kyel Office: No. (584), Sat Taw Yar Street, Pathein, Ayeyarwaddy.
09 250325314, 09 969906289, 09 250168734
Email : hr@lanpyakyel.org

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.



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At Lan Pya Kyel, we believe in the value of diversity and are proud to be an equal opportunity employer. We invite applications from individuals of all backgrounds and experiences, including those of any race, ethnicity, religion, age, gender, sexual orientation, or disability. Lan Pya Kyel is committed to maintaining a workplace free from fraud, corruption, sexual exploitation, harassment, and abuse. Our employees are expected to adhere to the highest standards of integrity and professionalism, as outlined in the Code of Conduct.

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