



Community Action. Leveraging Services.

VACANCY ANNOUNCEMENT # 046- 2024

09 May 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 20 years with the name of “TOP”. Lan Pya Kyel is now inviting applications to fill the following position:

Job Title	:	Clinic Support
Office	:	Mandalay – Lan Pya Kyel
Report to	:	Area Supervisor
Contract Term	:	Fixed term contract based on project period

JOB SUMMARY:

The Clinic Support works for LPK, an HIV/AIDS and TB project aiming at reducing HIV 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 11 sites and additional sites in Myanmar.

His/her mission is to do the welcoming of the clients, conducting the eye scanning with filling of some information in the LPK data collection forms.

DUTIES & RESPONSIBILITIES:

- Conduct to welcome all the clients who are coming to LPK to get the services.
- Ensure the usage of Unique Numerical Identity (UNiD) of clients who come to LPK Key-population Services Centre for receiving services.
- To record accurate patients’ information in LPK data collection forms.
- Ensure confidentiality of information of clients.
- Ensure to give the client referral cards to the clients.
- Work in line with patient flow facilitators and clinic assistances for adjusting and reducing waiting time of clients in consultation with Medical Officers, Counsellors and Peer Navigator.
- Ensure recording of SNS cards through Social Network Strategy process.
- Ensure smooth patient flow by prioritizing clients according to clinical condition.
- Ensure universal hygiene precaution and follows infection control procedures.
- Inform medical officers through the patients flow facilitators and clinic assistance about ill cases.
- Make sure to get the clients’ satisfaction in taking services in LPK.
- If necessary Clinic Support will have to provide HE session to visitors as KPSC in-charge.
- To provide in-time services for those who needs clinical services.
- Co-operate and coordinate with clinical teams.
- To record accurate patients’ information in LPK Data collection form
- To point out the clients the way from the LPK to the clinic floor and escort them if need.



Community Action. Leveraging Services.

QUALIFICATIONS

- Education level at least ten standards passed and ability to use computer.
- Must be able to understand basic communication skills and effectively communication with community and other departmental staff.
- Must have basic knowledge about HIV prevention activities.
- 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 **23 May 2024 (Thursday)**.

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/ks3mT>

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”