



Community Action. Leveraging Services.

## VACANCY ANNOUNCEMENT # 025- 2025

04 April 2025

**Lan Pya Kyel Association** (“LPK”) is a non-profit, non-political and non-sectarian organization. It is local organization in 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:

<b>Job Title</b>	<b>:</b>	<b>Clinic Assistant</b>
<b>Office</b>	<b>:</b>	<b>Yangon - Lan Pya Kyel</b>
<b>Report to</b>	<b>:</b>	<b>Medical Officer</b>
<b>Contract Term</b>	<b>:</b>	<b>Fixed term contract based on project period</b>

### **JOB SUMMARY:**

The **Clinic Assistant** works for LPK in 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 in Myanmar.

His/ Her mission is to make sure smooth patient flow in the clinic by coordinating and cooperating with the team.

### **DUTIES & RESPONSIBILITIES:**

- Ensures confidentiality of information of clients.
- Warmly welcome to the clients with service minded and conduct to meet the clients' need in order to get the clients' satisfaction.
- Work in line with medical officer, counsellor, Clinic Assistants, peers, CW and CO for adjusting and reducing waiting hours of clients for consultation.
- Ensure in giving the token to clients for consultation and counselling sessions.
- Conduct the in and out of the clients to and from the clinic rooms smoothly and correctly.
- Ensure smooth patient flow by prioritizing clients according to clinical condition and token number.
- Conduct in keeping the daily Viral Load result into the files of the patient correctly.
- Make sure to keep individual patient file in cupboard and have to follow the procedure of LPK client record system.
- Record the services such as HTC, clinic services correctly in the record book.
- Ensures universal hygiene precaution and follows infection control procedures.
- To have the services in time for who needs clinical services.
- Inform Medical officer promptly when client looks like ill cases.
- Co-operate with clinic team and outreach team.
- Conduct IPC sessions with target groups using defined PSI methods and tools while clients waiting for consultation and counselling.
- Ensure relevant IEC materials accessible to the clients in the clinic.
- Liaises with DIC in-charge and peer supervisors cooperatively in order to give the effective services to the clients.



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### QUALIFICATIONS

- High school education level and minimum 1 year of work experience.
- Excellence service minded.
- Good communication skill.
- Ability to learn and motivated to learn.
- Good team player with good team spirit.
- Flexible and open minded.

If you are interested in the position to apply, please submit your Application Letter, Curriculum Vitae, Copies of Education Certificate, National ID Copy and three referees including your last employer through the link below or send to the following address not later than **18 April 2025 (Friday)**.

**Lan Pya Kyel Office:** No. (215-A), Set Hmu 3<sup>rd</sup> Street, Myittar Nyunt Ward, Tarmwe Township, Yangon  
09 969906289, 09 250168734  
Apply Link : <https://smrtr.io/qDWDL>

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.

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”