



## Taw Win Kha Yay (Sex Workers in Myanmar ) Network

No. 39/H-1, Myintzu street, Ward (9), Mayan gone Township, Yangon, Myanmar.  
Ph(+95) 09 98 57 57 466 Email [HQ@swimnetwork.org](mailto:HQ@swimnetwork.org)

### Vacancy Announcement

(14/25)

Date – 5 July 2025

Required Position	Assistant Project Officer (FHI -Life Saving Project)
Required Person	(1) Person
Report to	Project Officer
Contract Type	Full Time Staff
Duty Station	Yangon
Duration of Contract	July 2025 to December 2025 (including 1 months' probation period )

#### Network Background

**Taw Win Kha Yay (SWiM) Network** is a local community-led, non-government organization, founded by six pioneer female sex workers (FSW) living with HIV in Myanmar since 2009. SWiM Network envisions to create an enabling social environment that is free from discrimination against and harassment of FSW, that ensures equal opportunity and that does not stigmatize HIV infection or HIV by promoting the access to information knowledge, capacity, rights and to participate actively through advocacy at every stage of the HIV/AIDS programme and activities to reduce discrimination.

With more than thirteen years of representation and services for the sex worker community in Myanmar, SWiM Network now has implemented core advocacy activities and humanitarian projects with about

fifty national staff and volunteers at thirty townships across different States and Regions in Myanmar through the funding supports of various local and international donors as well as UN agencies.

Taw Win Kha Yay (SWiM) Network is now looking for a suitable passionate national candidate for **Assistant Project Officer** position based in Yangon.

### **Responsibilities**

Under the supervision of the Project Officer, the incumbent will be responsible for:

- Provide project support and assistance to the project Officer
- Contribute to documentation and recording progress of each activity of the project.
- Conducting monitoring visits to project areas.
- Assist in planning and executing HIV prevention, education, and testing outreach activities.
- Support the organization of community-based events, awareness sessions, and mobile testing campaigns.
- Help with case follow-ups, referrals, and coordination with local health services.
- Collect and input program data accurately and on time.
- Assist in preparing monthly activity reports and documentation.
- Participate in regular team meetings and trainings.
- Drawing up work plans, reporting, and taking notes during meetings, follow-up activity, Training
- Ensuring regular project-related data gathering and management in coordination with Project officer.
- Provide additional support as and when needed.

### **Requirements**

- Bachelor's degree in a relevant field or equivalent experience.
- Minimum 2 years working experience, preferably in HIV Prevention Project.
- Good analytical skills, self-discipline, organized and proactive.
- Effective communication and interpersonal skills.
- Familiarity with community engagement
- Strong communication skills
- Must have effective communication and presentation skills.
- Must be able to work efficiently with various departments.
- Experience in networking and collaboration is required.

**Application process:** Interested and qualified candidates are invited to apply with Application Letter and Curriculum Vitae with two referees or testimonial through mail to [HR@swimnetwork.org](mailto:HR@swimnetwork.org) or the following address; *No. 39/H-1, Myintzu Street, (9) Ward, Mayangomne Township, Yangon, Myanmar.*

The deadline for submission of applications is not later than **9 July 2025 at 5:00 PM** Only short-listed candidates will be invited for relevant tests and/or personal interviews.

*Taw Win Kha Yay (SWiM) Network is the key population led organization providing right based services to Female Sex Workers and other community. The candidate must demonstrate positive attitude towards key populations and relevant community. People of all ethnicities, religions, genders, ages, individuals living with HIV, and those with disabilities are encouraged to apply.*