



Community Action. Leveraging Services.

VACANCY ANNOUNCEMENT # 030- 2025

21 May 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, **Female Sex Worker, 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 Targeted Outreach Program “TOP”. Lan Pya Kyel is now inviting applications to fill the following position:

Job Title	:	Community Outreach Organizer - MSM
Office	:	Pyay - Lan Pya Kyel
Report to	:	Project Officer
Contract Term	:	Fixed term contract based on project period

JOB SUMMARY:

The Community Outreach Organizer (COO) works for LPK, an HIV/AIDS project aiming at reducing HIV transmission and HIV/AIDS-associated morbidity and mortality amongst the high-risk and marginalized population of **Men who have Sex with Men, Transgender Women and Female Sex workers** in Myanmar.

His/ Her mission is

- To supervise and motivate peer educators to implement effective prevention interventions
- To promote health services and change risk behaviour among MSM/FSW community.
- To find out new cases for HIV testing and reach to LPK services
- To support achieving HIV cascade of Care in LPK services.

DUTIES & RESPONSIBILITIES:

Program Implementation

- **Create and establish positive relationship** with gatekeepers for program activities;
- Travel in town and out of town (if necessary) to promote safer behaviours amongst MSM/FSW/TGW community, according to outreach and DIC schedules.
- **Conduct health education sessions** to cover minimum prevention package to target groups using defined LPK methods and IEC materials.
- **Support** to achieve all phases of HIV cascade of Care (Reached, Testing, Treatment & Retain), HIV Index testing and TB Case Finding, etc.,
- Work in line with IPC messages designed for MSM/FSW/TGW target group.
- Effectively use job-aids like flipcharts and other tools as an augments to bring behaviour change in target population.
- Give necessary pamphlets, brochures and promotional items to target audiences after HE sessions as needed.
- Regular access reports to check Peer Educator report and closely follow how her teams and individual peer workers are performing.
- Involves proactively in aligned with organizational change in new program implementation or innovative strategies under guidance and request of senior management team.



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- Actively perform in planning, organizing and involving in **special campaigns/events/weekly and monthly activities**.

Program development

- Keep updated about MSM/FSW community context and cruising points and hotspots in the city.
- Keep finding new cruising points and new areas for MSM, TG and FSW Community.
- Ensure in updating the hotspots in individual peer area as biweekly/monthly basis.

Peer team management

- Supervises 2 to 10 Peer Workers
 - Develops **monthly and weekly outreach plan** (frequency of contacts plan, list of cruising points, weekly coverage, weekly activity) for each peer worker in her team; and the plan and the checking are aiming to ensure that program targets and objectives are achieved by the peer workers under her supervision.
 - Monitors closely M&E data to check achievements of targets and adapt the outreach plans and take immediate actions as needed to fix on gaps/challenges.
 - Conduct routine meetings with respective team individually to discuss targets Vs achievements, challenges and to share experiences in working with clients;
 - Visits to the hotspots with each Peer Worker once a month at least (provides supervision on weekly basis); gives regular constructive clients feedback to Peer Workers about their communication skills (accuracy of messages, interaction with audience) according PSI/ LPK IPC guidelines, using the supervision form. Those visits aim at maintaining peer worker motivation and ensuring services quality delivery;
 - Supervises new peer workers daily during their probation period and assesses probation performance to inform to Project Officer that decision of contracting or not;
 - Monitoring of Peer Workers' communication skills, working performance and helping them to initiate contacting with relevant persons.
 - Conduct needs/skills assessment based on supervision reports, and provide and/or organize training and refresher training for the team, in technical, programmatic and operational areas, as needed.
 - Use the proper LPK's monitoring checklist to assess peer performance and collecting of client's feedback as mentioned schedule or coaching individually in need.

Reporting, Administration, finance and logistics

- Reports to Project Officer for related activities on weekly basis during weekly meetings and actively contributes in staff meetings;
- Ensure peer workers are fully competent and correctly using M&E and reporting systems;
- Perform any other duties as required by Project Officer or LPK Program management team.
- Fill their own supervision and feedback reports (weekly and monthly); check the diaries and reports of the peer workers under her supervision and submit to the Project Officer in time.
- Guarantees the compliance to LPK guidelines, such as staff policy, data accuracy, outreach reports.



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QUALIFICATIONS

- Must have direct experience of peer work (at least 1 year).
- Good Communication skills - understand and be able to give feedback on good interactive communication techniques. Excellent communication skills among staffs as well as outside contacts.
- Sound HIV prevention knowledge, as well as good knowledge of target population.

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 **04 June 2025 (Wednesday)**.

Lan Pya Kyel Office: No. 2/C, Aung San Pyithayar Quarter, Pyay.

09 250325426, 09 969906289, 09 250168734

Apply Link : <https://smrtr.io/rqYm->

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”