



Community Action. Leveraging Services.

VACANCY ANNOUNCEMENT # 051- 2025

02 July 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 | : | Admin Assistant |
| Office | : | Mandalay - Lan Pya Kyel |
| Report to | : | Finance and Administration Officer |
| Contract Term | : | Fixed term contract based on project period |

JOB SUMMARY:

The Admin Assistant works for LPK, 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 for LPK program/project offices.

His/her mission is to support implementation in LPK for administration, logistics, procurement and some part of finance.

DUTIES & RESPONSIBILITIES:

Administration & Procurement

- Photocopies and/or scans materials upon request for the project line manager.
- Assist logistical support to ensure the smooth implementation of project activities i.e. for training events, workshops, forums, etc., as according to the planning.
- Manage logistical process in delivering goods, IEC promo items, medicines and condom to LPK secondary sites.
- Responsible for sending the office mails (postage delivery & courier) for program support.
- Perform as focal person for office vehicles to check regularly for maintenance.
- Support and manage for office maintenance process as necessary.
- Support and Liaises with ICT Officer for IT related items' repair and maintenance process under the supervision of Line Manager.
- Assists regularly in team meetings, and is responsible for the hand out of relevant documents and related tasks agreed beforehand with the Officer or Matrix Line Manager.
- Manage to keep the office area clean and tidy and/ or to engage office cleaners and security.
- Organizes staff travels (tickets booking, car booking process) if needed.
- Assist to prepare the renewal of administrative documents, such as clinic registration, vehicle registrations and follows up process.
- Assist of coordination and collaboration with program, financial and Human Resource.
- Assist of office and kitchen supply for support (e.g. Stationary, IEC and other related activity).
- Liaises with procurement unit for procurement, follows up on order processes, keeps record of all orders and ensures the right items are procured as planned.
- Submits advance requests & taking cash from finance for LPK to purchase kitchen supply, stationeries, office utilities bill, sometimes training/meeting/workshop advance and other as instructed.



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Ware house and Inventory management

- Create and maintain all Yangon program office's inventory list.
- Provide inventory reports as requested by central warehouse team from LPK coordination Office.
- Monitor average monthly consumption, expiry date and balance of HIV test kits, Clinic medicine, medicine for STI and RH kits, Condom and Lubricant.
- Prepare stock indent form with complete information and submit to Senior Operation officer.
- Stock request to NAP team including ART, OI, PrEP medicine and HIV test kits.
- Check delivered stock to warehouse with Stock request form and record GRN, update in Bin card.
- Check internal stock request form with GIN, approval and receiver sign.
- Make sure consumption in line with FEFO method.
- Daily update bin card in store room, disburse to clinic staffs on monthly and daily basis.
- Prepare monthly stock reports and submit to Sr. Operation Officer.
- Monthly physical inventory check with Sr. Operation Officer.
- Daily temperature record and cold chain management.
- Ensure storage and arrangement system according to LPK warehouse guideline.

Staff management and human resources

- Supervise security guards and domestic workers in Mandalay LPK office: identifies staff needs, is part of recruitment panel, organizes work schedules, gives regular feedback on quality of work and conducts staff performance appraisal.
- Prepare attendance and preliminary timesheet for Mandalay LPK staffs.
- Keeps updated contract for each LPK staff on LPK contract for Mandalay LPK.

QUALIFICATIONS

- Any graduate with relevant experiences.
- Good communication and interpersonal skills, with the ability to work collaboratively with project teams.
- Strong knowledge of Microsoft Office Suite (Excel, Word).
- Good spoken and basic written English.
- Must have a good practical sense (ability to make small repairs, maintain small assets).
- Require essential skills such as timeliness, integrity and professionalism;
- Must be able to keep accurate and up to date records.

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 **16 July 2025 (Wednesday)**.

Lan Pya Kyel Office: No (11/6), 28-B Street, Between 71 x 72 Street, Chan Aye Thazan Township, Mandalay.
09 402570263, 09 969906289, 09 250168734
Email : hr@lanpyakyel.org

Only short-listed candidates will be invited for relevant tests and/or personal interviews.

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”