



Community Action. Leveraging Services.

## VACANCY ANNOUNCEMENT # 053- 2025

03 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:

<b>Job Title</b>	:	<b>Data Officer</b>
<b>Office</b>	:	<b>Lan Pya Kyel Headquarter (Yangon)</b>
<b>Report to</b>	:	<b>M&amp;E Manager</b>
<b>Contract Term</b>	:	<b>August to December 2025 (Project period can be extended)</b>

### JOB SUMMARY:

The Data Officer works for Lan Pya Keyl (LPK) at Coordination Office of LKP and support programs and projects which are services for high-risk and marginalized population. Services include, not limited to, HIV prevention and care and treatment aiming to reduce HIV transmission and HIV/AIDS associated morbidity and mortality amongst those high-risk and marginalized population, TB screening, diagnosis, treatment and prophylaxis, Mental Health, Sexual and Reproductive Health services including cervical cancer screening and treatment referral, etc.

His/her mission is to ensure data management and report preparation of all services in accordance with M&E guideline and is responsible for overseeing organization’s data management, ensuring its quality, security and compliance and supporting data-driven decision-making within the organization.

### DUTIES & RESPONSIBILITIES:

#### Data Management

- Ensure data management and quality of collected data by cleaning and validation for the accuracy, completeness, and. Consistency.
- Maintain organization’s databases meeting the requirements of creating, maintaining, and optimizing databases.
- Contribute to the automatization of data processes to produce the reports.
- Develop data visualization system with interactive graphs, dashboards, information products with the collected data.
- Maintain regular procedures for data back up and restoration of data to prevent data loss, and also in case of system failures or other emergencies.
- Respond to data-related request with the guidance of supervisor and provide support to the organization.
- Provide feedback to field team on data-related issues.

#### Data Security and Privacy

- Protect all data and ensure confidentiality and compliance with organization’s data policy and SOPs.
- Collaborate with IT Officer and Program Support Manager to ensure data security.



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### Collaboration and Communication

- Work closely with various departments/units, including operation, technical, online and program support.
- Participate in training delivered to users related with data management best practices.
- Ensure prompt and effective inform to M&E Manager and M&E Officer about data management challenges.

### QUALIFICATIONS

- Bachelor's degree, preferably in Science or related field.
- **Years of work experience** At least 2 years of relevant working experience similar role in data management, preferably in health programs;
- **Computer skills** Advance knowledge of Microsoft Excel, Access and Power BI are an advantage.
- **Research skills** Experience in program assessments, surveys, researches, with both quantitative and qualitative research methods;
- **Organizational and presentation skills** Strong skills in presentation and organization;
- **Interpersonal skills** Proven ability to work independently and to work in a multicultural environment with high flexibility; Ability to handle information and data confidentiality;
- **Language skills** Fluency in English is required.

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 email below or send to the following address not later than **17 July 2025 (Thursday)**.

**Lan Pya Kyel Office:** No. (215-A), Set Hmu 3<sup>rd</sup> Street, Myittar Nyunt Ward, Tarmwe Township, Yangon  
09 969906289, 09 250168734  
Email : [hr@lanpyakyel.org](mailto:hr@lanpyakyel.org)

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”