



Community Action. Leveraging Services.

VACANCY ANNOUNCEMENT # 058- 2025

04 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	:	Medical Officer (Virtual KPSC)
Office	:	Yangon -Lan Pya Kyel
Report to	:	Senior Online Officer
Contract Term	:	Fixed term contract based on project period

JOB SUMMARY:

Lan Pya Kyel is working in Myanmar to give health services to high-risk and marginalized populations with package of services including HIV, TB, STI and SRH. He/she works for LPK’s HIV/AIDS, TB and SRH projects will be aiming at reducing HIV/TB co-infected transmission and HIV/AIDS-associated morbidity and mortality amongst the high-risk and marginalized population in Myanmar.

He/she represents LPK and is mainly responsible to ensure that LPK Virtual KPSC clinic services are relevant and efficient service minded, meeting defined Service Delivery Standards with quality assurance and to ensure the patient’s safety and deliver the best possible health care within limited resources.

DUTIES & RESPONSIBILITIES:

Medical Officer- LPK is mainly responsible for

- 1) Clinical consultation and management
- 2) Technical capacity building for the online team regarding HIV, TB, PrEP, SRH and other related program activities
- 3) Program data review, achievement and feedback
- 4) Data recording, keeping and reporting as per program guidelines

I. Clinical consultation and Management

- Provide clinical consultation and management of STIs/TB/HIV and reproductive health and maintain confidential records and registers of patients, their conditions and treatment provided.
- Closely work as a team with Counsellor and Online team to provide HIV cascade care continuum.
- Perform HIV testing services with point of care testing for the diagnosis of HIV where there is no laboratory.
- Ensure TB/OI screening, prophylaxis, and baseline investigations for ART initiation to all HIV positive cases.
- Ensure all clients tested HIV positive are receiving ART treatment or successful referral of patients for ART initiation in collaboration with NAP, in a timely manner.



Community Action. Leveraging Services.

- Ensure Substantial risk for HIV infection, acute HIV infection, and recent exposure to HIV, counselling for PrEP users and PrEP eligibility for PrEP potential users.
- Provide clinical consultation and management of PrEP in accordance with Myanmar National PrEP guideline.
- Ensure all presumptive TB Cases are properly screened according to NTP guidelines and screening positive clients received TB Treatment in collaboration with NTP.
- Ensure medical care, psychosocial care and patients support or all PLHIV are implemented.
- Perform STI screenings, Family planning counselling and cervical cancer screenings according to project needs.
- Provide psychosocial care for TG women hormonal consultation, medical consultation and other TG related services.
- Ensure the availability of pharmaceuticals at LPK clinic and maintain an inventory of medicine, drugs and other items for OI treatment, follow up of consumption, forecasting and pharmacy order of assigned LPK clinic.
- Interact with other members of the LPK team to ensure quality and relevance of activities compared to objectives of the program.
- Monitor progress of activities according to work plans, project plans and targets; identifies problems, and proposes solutions.
- Active participation in programs related meetings or trainings within organization and need to attend external meetings which are related to clinics activities.
- Ensure infection control in the clinic, universal precautions and sterilization procedures are followed according to SOPs.
- To Perform any other additional duties as required.

II. **Technical capacity building for Project site program staff around HIV/TB and other program related activities**

- Plan, conduct and facilitate regular technical capacity building sessions for respective Virtual KPSC staff.
- Share updated technical information with the Virtual KPSC team.
- Assess and improve technical capacity of Counselors, Junior Online Officers and Hotline Operators.

III. **Program data review, achievement and feedback**

- Work closely with Senior Online Officer in analyzing achievement of program data.
- After analyzing achievement, he/she should share inputs, seek challenges and act accordingly in positive and cooperative approaches.
- Cooperate and coordinate with other Virtual KPSC team members such as Counselors, Junior Online Officers and Hotline Operators to ensure the adherence of Pre-ART, ART or PrEP clients.

IV. **Data recording, Keeping and reporting as per program guidelines**

- Conduct recording of the completed data such as the Pre ART (black book), ART (red book) and White Cards correctly and PrEP screening forms, Facility record, and PrEP follow up forms, etc. accurately.
- Keep all the files, records and information securely to ensure the data security and confidentiality of all the clients.

QUALIFICATIONS

- Must be M.B.B.S.
- At least 2 years of working experience in HIV, TB or SRH projects.
- Must have appropriate professional competencies and qualifications.

Lan Pya Kyel Association □ Address: No (215/ A), Sat Hmu (3) Street, Myittar Nyunt Ward, Tamwe Township, Yangon, Myanmar.

□ Postal Code: 11211 □ Telephone: +959 250168734, +959 261040440 □ Fax: +951 9558658 □ Website: www.lanpyakyel.org



Community Action. Leveraging Services.

- English language skills are an asset.
- Must be a good team player.
- Should be organized, systematic and dynamic, and must interact well with others.

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 **18 July 2025 (Friday)**.

Lan Pya Kyel Office: No. (215-A), Set Hmu 3rd Street, Myittar Nyunt Ward, Tarmwe Township, Yangon
09 969906289, 09 250168734
Email : 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”