



Community Action. Leveraging Services.

**VACANCY ANNOUNCEMENT # 061- 2024 (Re – Announcement)**

**20 June 2024**

**Lan Pya Kyel Association** (“LPK”) is a non-profit, non-political and non-sectarian organization. It is local organization in Myanmar and an affiliate of PSI/Myanmar. Organization 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 15 years with the name of “TOP”. Lan Pya Kyel is now inviting applications to fill the following position:

<b>Job Title</b>	<b>:</b>	<b>Assistant Project Officer</b>
<b>Office</b>	<b>:</b>	<b>Lashio - Lan Pya Kyel</b>
<b>Report to</b>	<b>:</b>	<b>Project Officer</b>
<b>Contract Term</b>	<b>:</b>	<b>Fixed term contract based on project period</b>

**JOB SUMMARY:**

LPK assistant site project officer works for LPK, a HIV/AIDS project aiming at reducing HIV transmission and HIV/AIDS-associated morbidity and mortality amongst the high-risk and marginalized population of Female Sex Workers and Men Having Sex with Men in Myanmar.

His/her mission is effective support to Site Project Officer for program implementation.

**DUTIES & RESPONSIBILITIES:**

- Collects all program data (clinic, counsellor, and outreach), verifies them and submits monthly to Site Project Officer.
- Timely collect and distribute documentations, medicine, condom and lubricant, promotion items and/or upon program urgent needs.
- Check & verify daily dashboard data, lead & review weekly dashboard data, give feedback to peer outreach team.
- Regular monitor the peer outreach activity and support to their needs.
- Takes part in program needs assessment.
- Takes part the staff recruitment (with validation from site Project Officer), involve induction training for newcomers and refresher training to peer team.
- Supervise to community outreach organizer, Domestic and Security personnel.
- Supervise domestic to keep clean office and LPK clinic according to universal precaution guideline.
- Manage Security Personnel roster for daily and long holidays. Organizes team work and planning with team members for program implementation.
- Gives regular feedback on quality of work and appraises performance for output of team members:
- Takes part in staff weekly meetings.
- Can be called upon to represent LPK in (site) in the absence of the site Project Officer. Act as the officer in charge when the site Project Officer is not present on site.



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- Supervise generator usage in line with LPK HQ guideline and regular recording in generator log book, monthly report to Site Project Officer.
- Assign use of vehicle (Car & Motorcycle), timely monitor and check daily vehicle records by user then prepares and submits monthly vehicle status report to site project officer.
- Verify fixed asset items with fixed assets register (User, Location, tag number), then prepare monthly fixed asset report (Missing, Damage and New Items) and submit on time to Site Project Officer.
- Physical check of Fixed Asset with LPK HQ FAR by twice a year with site Project Officer.
- Take part the expenditure of client transportation refund charges for HTS client.
- Procurement of office supplies, kitchen supplies, program supplies etc., in line with existing PSI/ LPK procedures.
- Monitor and arrange regular payments (such as electricity bill, water bill, municipal bill etc.,)
- Support program activities, events, training etc., as organizer and make necessary payments.
- Be responsible for LPK site financial operation in absent of site Project Officer.
- Perform cash count of “Cash in hand” from Project Officer, prepare cash count sheet, and reconcile with cash book per existing procedures.
- When needed, assist LPK site team members for preparation of Travel Advance request, Travel expense report etc.,
- Be present together with Site Project Officer when large payment are made.
- Random validation of expenditures with suppliers, hotel etc.,
- Assist Project officer for responding audit activities.
- Monitor average monthly consumption, expiry date and balance of HIV test kits, Clinic Medicine, PSI product for STI and RH treatment kits, Condom and lubricant.
- Prepare stock order form with complete information and submit to site Project Officer.
- Check delivered stock to warehouse with logistic 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 program staff on daily basis.
- Prepare monthly stock reports and submit to site Project Officer.
- Quarterly physical inventory check with site Project Officer.
- Daily temperature record and report to site Project Officer for out of temperature control.
- Ensure storage and arrangement system according to warehouse guideline.
- Maintain and track office mail/delivery/ logistic register.

#### QUALIFICATIONS

- University graduate with relevant experiences.
- Must have direct experience of peer work.
- Must have good HIV prevention knowledges.
- Must have knowledge on basic office works.
- Must know admin, finance, stock keeping PSI/ LPK guidelines.
- Must be able to manage effectively program implementation.
- Able to manage 4-5 people who come from diverse background.
- Must be able to understand good communication skills and effectively communicate.



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If you are interested in these positions to apply, please send Application Letter, Curriculum Vitae, Copies of Education Certificate, National ID Copy and three referees including your last employer to as per follow address not later than **04 July 2024 (Thursday)**.

**Lan Pya Kyel Office:** No.8/ B, Thiri Mahar Road, Block 1, Lashio.  
09 969 906367, 09 969 906289, 09 250168734  
Apply Link : <https://smrtr.io/kZ7-Z>

For more details, contact to Human Resources Department.

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

“Lan Pya Kyel internal staff are encouraged to apply, and will be given equal treatment to external candidates”