



Taw Win Kha Yay (Sex Workers in Myanmar) Network

No. 39/H-1, Myintzu street, Ward (9), Mayan gone Township, Yangon, Myanmar.

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Vacancy Announcement

(07/2025)

Date – 22 March 2025

Require Position	Admin & Finance Officer (L'initiative Project)
Require Person	(1) Person
Line Supervisor	Finance Manager
Contract Type	Full Time Staff
Duty Station	Yangon
Project Duration	April 2025 to December 2025 (including 3 months' probation period & high potential extension)

Network Background

Taw Win Kha Yay (SWiM) Network is a local community-led, non-government organization, founded by six pioneer female sex workers (FSW) living with HIV in Myanmar since 2009. SWiM Network envisions to create an enabling social environment that is free from discrimination against and harassment of FSW, that ensures equal opportunity and that does not stigmatize HIV infection or HIV by promoting the access to information knowledge, capacity, rights and to participate actively through advocacy at every stage of the HIV/AIDS programme and activities to reduce discrimination.

With more than thirteen years of representation and services for the sex worker community in Myanmar, SWiM Network now has implemented core advocacy activities and humanitarian projects with about fifty national staff and volunteers at thirty townships across different States and Regions in Myanmar through the funding supports of various local and international donors as well as UN agencies.

Taw Win Kha Yay (SWiM) Network is now looking for a suitable passionate national candidate for **Admin & Finance Officer** position at Yangon Head Office.

Job Purpose

In closely collaboration with Finance Manager and Admin Finance Officers, the **Admin & Finance Officer** is mainly responsible for core operations Taw Win Khayay (SWiM's) functions at each field office for implementing community-led HIV health care projects' operations activities at project

townships within assigned States and Regions and this position is accountable for the following key responsibilities.

Roles & Responsibilities

- Ensure accurate recording, reporting, and reconciliation of all project activities financial transactions.
- Prepare financial reports, and expenditure tracking in compliance with organizational and donor requirements.
- Process payments, invoices, staff payroll, and reimbursements in a timely manner.
- Monitor project expenditures to ensure they are aligned with approved budgets and financial guidelines.
- Conduct financial analysis and forecasting to support project sustainability and decision-making. Ensure compliance with financial policies, procurement guidelines, and donor regulations.
- Oversee procurement processes, ensuring cost-effectiveness, transparency, and compliance with procurement policies.
- Maintain inventory and asset registers, ensuring proper documentation and control of office equipment and project resources.
- Provide administrative support for project activities, including organizing meetings, workshops and training sessions.
- Maintain proper documentation and filing systems for financial and administrative records.
- Ensure adherence to organizational policies on financial management, procurement, and administration.
- Prepare financial and administrative reports for internal and external stakeholders.
- Support donor reporting by ensuring accurate financial documentation and meeting reporting deadlines.

Qualifications and Experience:

- At Least must be have Bachelor's degree in accounting or related accounting diploma LCCI Level-3.
- Minimum of 3 years of experience in financial and administrative management within NGOs, development projects, or related sectors.
- Strong knowledge of financial reporting, budgeting, and procurement procedures.
- Experience in donor compliance, grants management, and audit preparation.
- Proficiency in financial software and Microsoft Office (Excel, Word, PowerPoint).
- Strong analytical, problem-solving, and attention-to-detail skills.
- Ability to manage multiple tasks and meet deadlines under pressure.
- Strong interpersonal and communication skills for coordination with project teams and stakeholders.

Key Competencies:

- Excellent financial management and reporting skills.
- Strong knowledge of donor compliance and financial regulations.
- High integrity and professionalism in handling financial matters.
- Effective organization and time-management skills.
- Ability to work independently and in a team setting.

Application process:

Interested and qualified candidates are invited to apply with Application Letter and Curriculum Vitae with two referees or testimonial through the HR@swimnetwork.org or follow address; **No. 39/H-1, Myintzu Street, (9) Ward, Mayangone Township, Yangon, Myanmar.**

Due to the urgent nature of this position.

The deadline for submission of applications is not later than **25 April 2025 Friday at 5:00 PM** Myanmar Time. Only short-listed candidates will be invited for relevant tests and/or personal interviews.

“Taw Win Khayay – SWiM Network” is committed to maintaining a Non-Discriminatory work environment that values diversity and inclusion and offer Equal Opportunity for any employee or candidate. Members of Key affected Population by HIV-MSM /SW/ PWID and LGBTQIA are strongly encouraged to apply for this position.