



Myanmar MSM and TGW Network

Kumudra Social Life Support Association



09-450350944, 09-791441056



MMTNetwork@mmtn.org

ကုမုဒြာ လူမှုဘဝရှင်သန် ကူညီရေးအသင်း

No-11 (A), Dana Theikdi Street, Ward (8), Mayangon Township, Yangon, Myanmar.

Vacancy Announcement

Project Title	HIV/TB Prevention Project (IOM)
Position	Data Entry Clerk
Duty Station	1 Post for Kayin, Myawaddy Office (Travel to project areas if required)
Reporting to	Program Manager
Contract Period	3 months' probation period (contract period will extendable)
Project Period	5 th July 2024 to 31 th Dec 2024
Closing Date	12nd July, 2024 (5:00 pm)

Background

Kumudra Social Life Support Association (Myanmar MSM and TGW Network) is a national level network formed with LGBTQIA+ (MSM - Men who have Sex with Men and TGW - Transgender women). We provide helps for health and equal rights by networking nationwide except Chin State and Kayar State. We also survey and analyze the discriminations in various health sectors and abuse cases on LGBTQIA+ (MSM and TGW) to inform and submit. We support technically to Non-Government Organizations to get better health services and to emerge more Key Population Services Centers for LGBTQIA+ (MSM and TGW).

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Job descriptions for Data Management Officer

- Accurately and timely entering data from paper formats into database systems.
- Maintaining proper records and filing system of related project.
- Checking and tracking of missing and duplicate data



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- Must be able to assist in data analysis through effective data retrieving and processing.
- Keeping information with confidentiality
- Must be able to collaborate effectively with team members and external partners for data management related to HIV and TB prevention projects.
- Secures information by completing database backups.
- Actively participate in Myanmar MSM and TGW Network Meeting, events, training and networking with organizations.

Qualifications and Skills

- Must be graduated (Any graduate).
- Must have at least (3) years of experience participating in projects related to TB/HIV/AIDS.
- Must have basic understanding of databases and fast typing skills
- Must have strong skill in using data entry software like Microsoft Excel etc.
- Must be able to understand the context of LGBTIQ+ (MSM and TGW).
- Must have knowledge about administrative rules and regulations, human right, PSEA, LGBT right & Child rights.
- No history of committing sexual exploitation and abuse related cases previously. The policies, rules and regulations set by MMTN must be followed.

Additional Information

If you are interested in these positions to apply, please send Application Letter, Curriculum Vitae, Copy of Education Certificate, National ID Copy, not later than **12nd July, 2024 (5:00 pm)**



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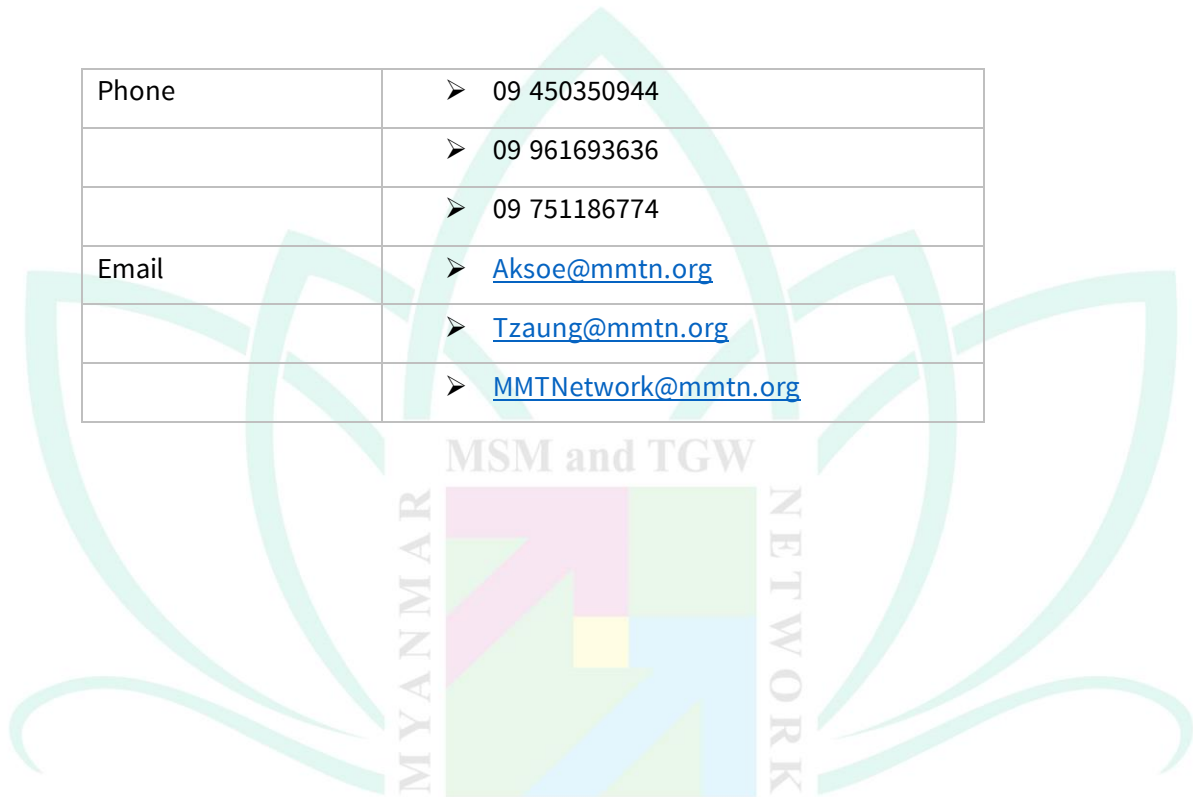
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Only short-listed candidates will be invited for relevant tests and/or personal interviews.

Key Population (MSM, TGW, SW) are encourage to apply.

Office Address - No, (11/A) Dana Theikdi Street, (8) Ward, Mayangon township, Yangon.

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