



Myanmar MSM and TGW Network

Kumudra Social Life Support Association



09-450350944, 09-791441056



MMTNetwork@mmtn.org

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

Vacancy Announcement

Position	Data Entry Clerk (1 Post)
Duty Station	Hpa-an township, Kayin state (Travel to project areas if required)
Reporting to	M & E Officer
Contract Period	8 months contract with 3 months' probation period (contract period will extendable)
Project Period	Starting date to 31 th Dec 2024
Closing Date	20th April 2025 (5:00 pm)

Background

Kumudra Social Life Support Association (Myanmar MSM and TGW Network) is a national level network formed with LGBTIQ+ (MSM - Men who have Sex with Men and TGW - Transgender women). We support the health and equal rights of LGBTIQ+ by networking nationwide. We support technically to Non-Government Organizations to get better health services and to emerge more Key Population friendly Services Centers for LGBTIQ+ (MSM and TGW).

Job descriptions for Data Entry Clerk

- 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
- Must be able to assist in data analysis through effective data retrieving and processing.
- Keeping information with confidentiality



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- Must be able to collaborate effectively with team members and external partners for data management related to 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 (1) years of experience participating in projects related to TB prevention.
- 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.



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Additional information

If you are interested in this position, kindly apply your application via below Link or QR scan, not later than **20th April, 2025**.

(Person who are resided at Hpa-an will be given priority in selection process)

<https://forms.gle/NoeWjGdvQneXG3tF9>



Please freely contact our HR department if you need any further additional information.

Phone	➤ 09 781 386 532
	➤ 09 774 044 209
Email	➤ Chan.NyeinAung@outlook.com
	➤ fin.hpaan.mmtn@gmail.com

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