



# Myanmar MSM and TGW Network

ကုမုဒြာ လူမှုဘဝရှင်သန်ကူညီရေးအသင်း



09-450350944,



MMTNetwork@mmtn.org

No. 11 (A) Dana Theikdi st, 8 Ward, Mayangone Tsp, Yangon, Myanmar.

## Vacancy Announcement

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

### Background

Kumudra Social Life Support Association (Myanmar MSM and TGW Network) is a national level network formed with LGBTIQA+ (MSM - Men who have Sex with Men and TGW - Transgender women). We support the health and equal rights of LGBTIQA+ 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 LGBTIQA+ (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
- Must be able to collaborate effectively with team members and external partners for data management related to TB, HIV prevention and nutrition projects



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- Secures information by completing database backups
  - Actively participate in Myanmar MSM and TGW Network Meeting, events, training and networking with organizations
  - Responsible for other project related tasks assigned by the supervisor as needed.

## **Qualifications and Skills**

- Must be graduated (Any graduate).
- Must have at least (1) years of experience participating in projects related to TB, HIV prevention and Nutrition
- 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.
- Applicants who know the local context are more preferable.



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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 **20<sup>th</sup> April, 2025**.

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

<https://forms.gle/UsrH6LvL5hhwzg3y9>



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

Phone	➤ 09 781 386 532
	➤ 09 774 044 209
Email	➤ <a href="mailto:Chan.NyeinAung@outlook.com">Chan.NyeinAung@outlook.com</a>
	➤ <a href="mailto:fin.hpaan.mmtn@gmail.com">fin.hpaan.mmtn@gmail.com</a>

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