



No. (7), Room No. (202), AMPS Moe Kaung Condo, Moe Kaung Road,  
(13) Quarter, Yankin Township, Yangon.

Phone: 09 798424123 , 09 252674035

Email: [myanmar youthstars.mys.mm@gmail.com](mailto:myanmar youthstars.mys.mm@gmail.com)

Facebook: [www.facebook.com/MyanmarYouthStars](http://www.facebook.com/MyanmarYouthStars)

## VACANCY ANNOUNCEMENT (002/06/24)

<b>Title</b>	<b>Project Officer</b>
<b>Reporting Line</b>	<b>Reports to the Program Manager</b>
<b>Type</b>	<b>Full-time</b>
<b>Working Hours</b>	<b>Standard Office Hours with flexible arrangements based on program requirements</b>
<b>Location</b>	<b>Yangon with occasional travel outside of Yangon (as needed)</b>
<b>Project Duration</b>	<b>Till to 31-December-2024</b>
<b>Closing Date</b>	<b>30-June-2024</b>

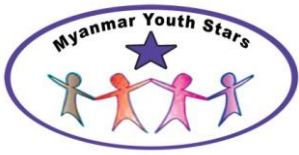
**Introduction:** Myanmar Youth Stars Network is an organization comprising a consortium of young individuals from key populations. Established in early 2013, the network's primary aim is to address the disparities, stigma, and discrimination encountered by marginalized young individuals who face elevated risks of contracting HIV.

**Scope:** Operating across 18 regions in Myanmar, the Myanmar Youth Stars Network focuses on empowering vulnerable populations, including young males engaging in same-sex relations (MSM), transgender individuals, those using injectable drugs (PWID), male and female sex workers, people living with HIV (PLHIV), and other vulnerable young individuals.

**Engagement:** Collaborating closely with over 1,500 members of the Young Key Population (YKP) across 18 townships, our initiatives center around:

1. Advocacy for YKP rights concerning HIV and Sexual and Reproductive Health (SRH).
2. Facilitating peer-led networking through online services.
3. Enhancing the capacity of community members and advocates on pertinent issues.
4. Conducting community-based research since 2012.

**Role Summary:** The Project Officer assumes responsibility for facilitating the program and monitoring and evaluation (M&E) aspects of the supported initiative. Operating in Yangon, Mawlamyine, Myitkyina, Lashio, and Mandalay Townships, the position entails establishing linkages for HIV, SRHR, Psychosocial Support, and the Mental Health Education Project among the young key affected populations and marginalized communities. The Project Officer will support evidence-based advocacy, facilitate access to quality healthcare services, engage with stakeholders (including governmental bodies), and influence policy actors to prioritize the needs of Young Key Affected Populations and marginalized individuals.



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**Duties:** Based in Yangon, the Project Officer will work in tandem with project partners, Township Focal teams, and community-based organizations to deliver project objectives in targeted areas. This will involve direct engagement with vulnerable communities, encompassing CSO and service organization members, Young Key Affected populations, individuals with disabilities, and young vulnerable communities.

### **Primary Responsibilities:**

- Ensure effective program implementation aligned with intended outcomes.
- Forge robust relationships with local civil society organizations/networks, empowering marginalized communities to voice their needs.
- Facilitate capacity building for project staff and target communities in areas such as HIV/STI, SRHR, GBV, Psychosocial support, and Mental Health Education.
- Facilitate community engagement, advocating for Young Marginalized Communities, and leading special campaigns involving key stakeholders, including government entities.
- Generate periodic progress reports and analyses to inform program strategies and advocacy efforts.
- Support program research activities.
- Foster program consistency and integration by upholding quality monitoring, evaluation procedures, and processes.
- Prepare, record, and disseminate timely reports/proceedings for each event to senior management.
- Effectively monitor program outcomes and impact, ensuring donor and government compliance through well-structured reports.

### **Regular Responsibilities:**

- Assist the Program Manager in overseeing the project's current status, communicating comprehensive project updates, and preparing essential donor reports.
- Collaborate with support departments to accurately document project expenses and purchases.
- Participate in coordination meetings and cross-learning sessions organized by the network.
- Collaborate with the Senior Management Team to identify and assess emerging development trends and priorities.
- Foster a productive workspace by collaborating with colleagues across departments.
- Provide technical supervision, including analyzing reports, participating in workshops, identifying resource persons/consultants, and managing project resources.
- Lead project implementation according to the master workplan.
- Organize workshops/meetings, involving community representatives and the project team.
- Support overall program management, budgeting, workplan development, and advocacy efforts across different levels.
- Monitor program performance through regular assessments and progress reports in collaboration with partners.
- Support capacity building initiatives related to data, innovation, and marginalized community campaigns.
- Engage with Young Key Affected Population and marginalized communities, peer networks, community-based organizations, civil society entities, and township focal persons.



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### Additional Responsibilities:

- In addition to the duties stated, the role holder may be required to undertake supplementary tasks in line with their skills and experience.

### Experience and Qualifications:

- Desirable: Minimum of 2 years of experience as a Community Social Worker, volunteer, or in community outreach roles related to HIV, SRHR, GBV, and Mental Health.
- Demonstrated understanding of working with key populations, particularly vulnerable children and families.
- Experience in community mobilization and conducting outreach activities to build community trust.
- Experience managing projects/programs related to young key populations in a sensitive manner.
- Desirable: Active community member with leadership roles and trust within the key population.
- Strong grasp of marginalized issues/young communities such as HIV/AIDS, SRHR, Mental Health, GBV issues, and vulnerable young communities.
- Experience in supporting local partners, civil society organizations, advocacy and campaigns, research, and participatory data collection.

### Skills and Qualifications:

- **University graduate is a must**, preferably with a postgraduate degree in a related field.
- **Must have good communication and interpersonal skills.**
- Minimum of two years experience in program design, monitoring, and evaluation, working with key populations.
- Proficient in group facilitation and leadership.
- Fluent in written and spoken Burmese, with effective English communication skills.
- Proficient in networking, verbal and written communication.
- Strong report writing skills.
- Familiarity with working alongside civil society organizations in Myanmar.
- Advanced knowledge of Excel, word processing, and PowerPoint.
- Strong organizational and administrative skills.
- Ability to work independently and make informed decisions.
- Professional collaboration with colleagues from diverse backgrounds.

**Inclusivity:** The Myanmar Youth Stars Network encourages all eligible candidates with the qualifications detailed in this Job Description to apply. We particularly encourage applications from women, individuals with disabilities, and members of the Key Population Community who possess the desired qualifications for this position.



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**Closing date- 30.Jun.2024**

**Young people, Young LGBTQI people, Young Sex Workers and Young People living with HIV are highly encouraged to apply.**

**Only short-listed candidates will be contacted.**

**Remark:** For those who failed to mention or incorrectly mention the apply position title, Program/Sector name and location in their applications, we will consider those as disqualify and we will not consider for short list.

The applicant must submit a CV with the recommendation of at least two and cover letter to [myanmaryouthstars.mys.mm@gmail.com](mailto:myanmaryouthstars.mys.mm@gmail.com) not later than the office hour of the closing date. Late submissions will be considered disqualify.