



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	Project Officer - field level (1 Post)
Duty Station	Hpa-an township, Kayin state (Travel to project areas if required)
Reporting to	Project Manager
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 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 Project Officer

- Responsible for TB prevention activities, writing reports, and submitting them in a timely manner.
- Supervise and disseminate data from project areas through the Monitoring and Evaluation (M&E) framework for TB prevention activities.
- Submit weekly and monthly reports to the supervisor in time.
- Oversee financial activities related to the project.



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- Monitor employee performance and maintain records of project quality.
- Collect and report timely information from project activities, including field education and referral activities, to the relevant authorities.
- Assist the Project Manager in monitoring and reviewing the project.
- Provide technical support and oversight for activities related to Monitoring and Evaluation.
- Participate in and assist with the monitoring, supervision, and evaluation processes of project activities alongside auditors, supervisors, and donors.
- Attend trainings and meetings as needed.
- Complete specific project-related assignments as required by the supervisor.

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
- Must have strong skill in using software like Microsoft Excel etc.
- Priority will be given to individuals who own a motorcycle, are skilled drivers, and live in the project area.
- 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/b5s2n5vhj1TEUmSd8>



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