



Kumudra Social Life Support Association

ကုမုဒြာ လူမှုဘဝရှင်သန်ကူညီရေးအသင်း

No.23-B, Kyaung Thit Street, (8) Ward, Mayangone Township, Yangon, Myanmar.



+959 421 138 672



MMTNetwork@mmtn.org, Nlin@mmtn.org

Vacancy Announcement

Position	Project Manager
Duty Station	Kayin (Hpa-an) (Travel to project areas if required)
Reporting to	Program Manager
Contract Period	2-month period with possible extension based on budget
Closing Date	26-Oct-2026 (Monday)

Background

Kumudra Social Life Support Association (Myanmar MSM and TGW Network) is a national level network formed with LGBTQIQA+ (MSM - Men who have Sex with Men and TGW - Transgender women). We support the health and equal rights of LGBTQIQA+ 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 LGBTQIQA+ (MSM and TGW).

Kumudra Social Life Support Association (Myanmar MSM and TGW Network) has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, at all times (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training.

Job descriptions for Project Manager

- Project manager is responsible for all the project implementing activities related to SRHR, MNCH including capacity building training, financial, reporting, human resource management, field activities management, development of work plan, monitoring & evaluating process.
- Lead the design, planning, and implementation of project activities in line with approved proposals and work plans.
- Guiding and giving technical support to the project team member in developing the project activities.



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- Supervise and giving required instruction to activities of field staffs (such as peer staffs and volunteers)
- Responsible for overall management of Kumudra (MMTN) field office at Kayin state.
- Has problem solving skill if any problem evokes during project development.
- Responsible for checking, approving and keeping of all the documents (both project and finance) related to project and sending to the head office in timely manner.
- Ensure proper documentation of project progress, achievements, and challenges. Also prepare and submit the required project related timely donor reports according to the donor requirements.
- Ensure all expenditures are compliant with donor and organizational policies.
- Giving technical support and guidance for program monitoring and evaluation report.
- Ensure risks are identified and mitigated appropriately during project implementation.
- Accompany and assist in the monitoring visit to the project areas with donor organizations and head office staffs
- Provide technical advice in the development of the project.
- Coordinate well with all the regional MMTN members
- Support and facilitate while meeting with Donors or Implementing partners.
- Able to collaborate with service providers including health care services and other key stakeholders.
- Assist executive committee members of the networks or Senior Staff of the network for project-related tasks.
- Perform other tasks assigned by the Supervisors, if it is necessary.

Essential Skills

- Must have Health related degree.
- Must have at least 3 years of experience in project management related activities at INGOs/LNGOs (prefer experience in SRHR and MNCH related field).
- Must be proficient in word, excel, access, power point and other data management software.
- Must be able to speak and write English and Myanmar fluently.
- Must be in good communication.
- Must be able to work with a team.
- Must be excellent analytical and problem-solving skills.



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- Ability to work under pressure and in a multicultural environment.
- Ability to travel and work independently.
- Must have knowledge about PSEA, human right, gender right & Child rights.

Additional information

If you are interested in applying for these positions, please submit your application via the Google Form at <https://forms.gle/jjNpqpNx94jYDwc99> and send your Curriculum Vitae, a copy of your education certificate, a copy of your National ID, and your expected salary no later than **Monday, 26 Oct 2026**.

All genders have equal chance in selection process.

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

Office Address: No.23(B), Kyaung Thit Street, (8) ward, Mayangone Township, Yangon.

Phone	➤ 09756796851
	➤ 09421117398
Email	➤ Cnaung@mmtn.org
	➤ Stlwin@mmtn.org

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