



Community Action. Leveraging Services.

VACANCY ANNOUNCEMENT # 044- 2024 (Re – Announcement)

29 April 2024

Lan Pya Kyel Association (“LPK”) is a non-profit, non-political, and non-sectarian organization. It is local organization in Myanmar. Organization is currently providing full comprehensive package of HIV prevention and treatment to vulnerable populations particularly, sex workers and men who have sex with men and Transgender Women. The organization has been implementing HIV and related programs throughout the country for the past 20 years with the name of “TOP”.

Job Title	:	Strategic Information Officer
Office	:	Lan Pya Kyel Headquarter (Yangon)
Report to	:	Senior Strategic Information Manager
Contract Term	:	Fixed term contract based on project period

JOB SUMMARY:

LPK seeks a highly organized and capable Strategic Information Officer with excellent communications and data analytical skills to support monitoring, evaluation, and learning activities for the LPK implementation program.

The Strategic Information Officer will be responsible for supporting the Senior Strategic Information Manager to ensure performance monitoring and evaluation of LPK interventions with results reporting across the entire LPK activity are in place and working effectively. Based in Yangon, the Strategic Information Officer will work within the SI department and will also support a variety of tasks, which will primarily be focused on executing the LPK program’s evaluation and learning tasks.

DUTIES & RESPONSIBILITIES:

- Assist all MEL initiatives as required to maintain a high standard of data quality in collection and administration.
- Support coordination between SI, communications, technical team, and operation team.
- Utilize Activity tools for data collection and train team members as necessary to use the data collection tools.
- Responsible for data entry and cleaning in the databases.
- Conduct field visits and community consultations.
- Lead complaint/feedback mechanisms of LPK internal beneficiary feedback mechanisms and community feedback mechanism of external parties.
- Assists Senior Strategic Information Manager in data exploration, analysis and clear visualization for LPK team members for evaluated data.
- Assists Senior Strategic Information Manager in developing survey methodology and dissemination of findings to relevant parties.



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- Provide monitoring information to learning and communication materials, including case studies, learning briefs, quarterly and annual reports, and success stories.
- Assist the Senior Strategic Information Manager in uploading the Activity Performance Indicator targets and results on relevant databases, adhering to specified timelines and regulations.
- Support the Senior Strategic Information Manager to analyse data for reports, submit inputs in timely manner and develop a culture of data-driven action from routinely collected data or survey findings.
- Provide assistance in conducting annual performance reflection, learning, and review meetings.
- Support with training organized for the staff on key MEL concepts, tools, and processes.
- Perform other duties as assigned by the supervisor.

QUALIFICATIONS

- University degree in statistics, data analysis, economics, business, or relevant experience; Advanced degree preferred.
- Minimum experience: bachelor's degree and three years of experience or an advanced degree and two years of experience collecting, analysing, and managing monitoring and evaluation data.
- Experience with monitoring and evaluation for USAID or other international donor programs preferred.
- Exceptional knowledge in data management using MS Excel, Power BI, SPSS, KoBo Toolbox and Survey CTO.
- Ability to work efficiently and deliver high-quality deliverables within the time allocated.
- Good interpersonal communication skills, personal organizational and time management skills.
- Intermediate proficiency in written and spoken English is required.
- Ability and willingness to travel within Myanmar as required.

If you are interested in these positions to apply, please send Application Letter, Curriculum Vitae, Copies of Education Certificate, National ID Copy and three referees including your last employer to as per follow address not later than **13 May 2024 (Monday)**

Lan Pya Kyel Office: No. (215-A), Set Hmu 3rd Street, Myittar Nyunt Ward, Tarmwe Township, Yangon.

09 969906289, 09 250168734

Apply Link : <https://smrtr.io/khyyk>

For more details, contact to Human Resources Department.

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

“Lan Pya Kyel internal staff are encouraged to apply, and will be given equal treatment to external candidates”