



## VACANCY ANNOUNCEMENT # 106- 2026 (Re-announcement)

24 September 2026

**Lan Pya Kyel Association** (“LPK”) is a non-profit, non-political and non-sectarian organization. It is local organization in Myanmar. LPK 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. Organization has been implementing HIV and related programs throughout the country since 1<sup>st</sup> March 2021. Lan Pya Kyel is now inviting applications to fill the following position:

|                      |          |                                                    |
|----------------------|----------|----------------------------------------------------|
| <b>Job Title</b>     | <b>:</b> | <b>Medical Officer</b>                             |
| <b>Office</b>        | <b>:</b> | <b>Lashio – Lan Pya Kyel</b>                       |
| <b>Report to</b>     | <b>:</b> | <b>Senior Operations Officer</b>                   |
| <b>Contract Term</b> | <b>:</b> | <b>Fixed term contract based on project period</b> |

### JOB SUMMARY:

Lan Pya Kyel is a local organization working in Myanmar to give health services to key population such as Men who have Sex with Men (MSM), Sex Workers (SW), and Transgender Women (TGW) with package of services including HIV, TB, STI, Reproductive health, Mental health, etc. He/she works for LPK’s HIV/AIDS and TB projects will be aiming at reducing HIV, TB transmission and their associated morbidity and mortality amongst the high-risk and marginalized population including Sex Workers (SW), Men who have Sex with Men (MSM) and Transgender Women (TGW) in Myanmar.

He/She represents LPK and is mainly responsible for ensuring that LPK clinic services are relevant and efficient service-minded, meeting defined Service Delivery Standards with quality assurance and to ensure the patient’s safety and deliver the best possible health care within limited resources.

### DUTIES & RESPONSIBILITIES:

#### 1. Clinical Management and Service Delivery

- Provide comprehensive, client-centered clinical care for HIV, TB, STI, reproductive health including family planning, mental health, etc. ensuring confidentiality and proper documentation.
- Deliver HIV testing services, including point-of-care testing, and ensure effective implementation of the HIV care cascade (testing, linkage to care, ART initiation, retention and viral load suppression).
- Ensure systematic TB screening for all clients, appropriate investigation and management of presumptive TB cases, and linkage to TB treatment and TB preventive therapy in accordance with national guidelines.
- Ensure baseline assessment and eligibility for ART initiation for people living with HIV, including management of opportunistic infections (OIs).
- Provide PrEP services including risk assessment, counseling, initiation, and follow-up in line with national guidelines.



- Deliver integrated services including STI management, family planning, and cervical cancer screening according to project scope.
- Provide inclusive and gender-sensitive care, including psychosocial and clinical support for most at risk populations.
- Ensure strict adherence to infection prevention and control (IPC) standards.

## 2. Program Management and Leadership

- Serve as the site level focal person and responsible for both clinical and program performance.
- Lead and coordinate day-to-day site-level activities, including clinical, outreach, and support functions for effective service integration and implementation.
- Develop and implement site workplans in alignment with program targets and guidance from the Senior Operations Officer.
- Monitor progress against targets and ensure timely achievement of key performance indicators.
- Identify operational challenges and implement practical solutions to improve service delivery.
- Ensure proper implementation of different programs in line with national guidelines and organizational standards.

## 3. Financial and Administrative Management

- Ensuring appropriate utilization, and monitoring of the budget as site level budget holder.
- Ensure all expenditures are aligned with approved budgets and organizational/donor guidelines and compliance.
- Oversee procurement, stock management, and proper use of project resources.
- Ensure availability and proper management of pharmaceuticals, including forecasting, consumption tracking, and timely request.
- Ensure compliance with finance, HR, and administrative procedures at the site level.
- Provide necessary support to verify monthly inventory reports, vehicle status and fixed asset for timely submission.
- Supervise procurement in LPK site following PSI/ LPK procurement guidelines
- Support to prepare contracting process of LPK site office rental, vehicle hiring and laboratory service with LPK HQ Admin

## 4. Program Monitoring, Reporting, and Accountability

- Monitor site-level program performance using routine data and reporting systems.
- Ensure accuracy, completeness, and timeliness of program data and reports.
- Contribute to program design and strategy using updated epidemiological data and site-level performance.
- Ensure accountability for program outcomes, targets, and deliverables at the site level.
- Participate actively in internal and external meetings, including coordination with stakeholders and government counterparts.





## 5. Coordination and Representation

- Coordinate with NAP, NTP, and other relevant stakeholders to ensure continuity of care and service integration and implementation.
- Represent the project site in local coordination meetings when required.
- Work closely with the Senior Operations Officer to align site performance with overall program objectives.
- Perform any other duties assigned by the supervisor.

## QUALIFICATIONS

- Must be M.B.B.S degree with previous minimum 2 years' experience in managing HIV /TB program with valid license (SAMA) to practice.
- Must have appropriate professional competencies and qualifications.
- Must have strong clinical and leadership skills.
- English language skills are an asset.
- Must be a good team player.
- Should be organized, systematic and dynamic, and must interact well with others.

*If you are interested in applying for this position, please submit your Application Letter, Curriculum Vitae (CV), copies of your educational certificates, National ID, Census document, copy of SAMA and the contact details of three referees (including your most recent employer) through the link below or to the following address no later than **Thursday, 08 October 2026**. Please note that applications submitted without the above-mentioned documents will not be considered for shortlisting.*

**Lan Pya Kyel Office:** No. (Za) 11/43, (8) Quarter, (11) Block, Lashio Township, Northern Shan State.

09 969906288, 09 250168734

Apply Link : [https://smrtr.io/B\\_-4z](https://smrtr.io/B_-4z)

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

At Lan Pya Kyel, we believe in the value of diversity and are proud to be an equal opportunity employer. We invite applications from individuals of all backgrounds and experiences, including those of any race, ethnicity, religion, age, gender, sexual orientation, or disability. Lan Pya Kyel is committed to maintaining a workplace free from fraud, corruption, sexual exploitation, harassment, and abuse. Our employees are expected to adhere to the highest standards of integrity and professionalism, as outlined in the Code of Conduct.

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