



## Taw Win Kha Yay (Sex Workers in Myanmar ) Network

No. 39/H-1, Myintzu street, Ward (9), Mayan gone Township, Yangon, Myanmar.  
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### Vacancy Announcement

(19/2026)

Date – 5 October 2026

|                      |                                  |
|----------------------|----------------------------------|
| Required Position    | Project Officer (HIV Prevention) |
| Required Person      | (1) Person                       |
| Report to            | Program Coordinator              |
| Contract Type        | Full Time Staff                  |
| Duty Station         | Yangon                           |
| Duration of Contract | October 2026 to December 2026    |

### Network Background

**Taw Win Kha Yay (SWiM) Network** is a local community-led, non-government organization, founded by six pioneer female sex workers (FSW) living with HIV in Myanmar since 2009. SWiM Network envisions to create an enabling social environment that is free from discrimination against and harassment of FSW, that ensures equal opportunity and that does not stigmatize HIV infection or HIV by promoting the access to information knowledge, capacity, rights and to participate actively through advocacy at every stage of the HIV/AIDS programme and activities to reduce discrimination.

With more than thirteen years of representation and services for the sex worker community in Myanmar, SWiM Network now has implemented core advocacy activities and humanitarian projects with about fifty national staff and volunteers at thirty townships across different States and Regions in Myanmar through the funding supports of various local and international donors as well as UN agencies.

Taw Win Kha Yay (SWiM) Network is now looking for a suitable passionate national candidate for **Project Officer** position based in Yangon.

## **Role Purpose**

The Project Officer will support the implementation of HIV prevention activities. This role ensures effective planning, coordination, monitoring, and reporting of interventions aimed at reducing HIV transmission and improving access to prevention services among key and vulnerable populations.

### **Key Responsibilities**

#### **1. Project Operation**

- Lead and supervise HIV prevention activities including awareness campaigns, outreach, and distribution of prevention items in assigned project area.
- Support and oversee the community-led Enhanced Outreach Model approach in delivering HIV prevention services.
- Direct supervision of peers to ensure the smooth performance of day-to-day operations by field teams.
- Conduct review of peer outreach plan, hotspot/venues mapping and peer contact strategies.
- Collect, verify, and analyze program data to track progress against indicators.
- Prepare monthly, quarterly, and annual program reports and submit in timely manner.
- Support capacity building training sessions for peer educators, outreach workers, and healthcare staff.
- Conduct routine supportive supervision and quality assessment.
- Strengthen community engagement and empower to reduce stigma.
- Ensure all outreach activities comply with approved budgets and SOPs.
- Liaise with local health departments, NGOs, and community groups.
- Facilitate collaboration between service providers to ensure comprehensive HIV prevention coverage including PreP referral.
- Strengthen referral and linkage mechanism between outreach teams and service delivery points.
- Manage project documentation and procurement related to HIV prevention activities.
- Ensure compliance with donor policies and requirements, and organizational standards.

#### **2. Monitoring, Evaluation, and Reporting**

- Conduct routine field monitoring and supportive supervision visits.
- Ensure accurate and timely collection, verification, and validation of program data and supporting documentation.
- Ensure compliance with donor requirements, reporting standards, and the organization's Standard Operating Procedures (SOPs).
- Contribute to the preparation of monthly, quarterly, and biannual program and M&E reports for assigned townships.
- Support periodic program reviews and evaluations as required.

#### **3. Financial Management**

Ensure preparation of timely activities fund requests and certify activity expenses as per the segregation of duties of PGK within approved budgets.

#### 4. Additional Responsibilities

Perform other necessary duties as assigned by the Program Manager to support program and organizational objectives. Contribute to organizational learning, documentation of best practices, and continuous program improvement.

#### Qualifications & Experience

- Bachelor's degree in Public Health, Social Sciences, or health related field.
- Minimum 3 years of experience in HIV/AIDS programs, preferably with NGO/INGO.
- Strong knowledge of HIV prevention strategies, harm reduction, and community-based approaches.
- Experience in data collection, monitoring, and reporting.
- Excellent communication skills in English and Myanmar language.
- Ability to work independently and collaboratively in multicultural settings.
- Willingness to travel to field sites.

#### Competencies

- Strong organizational and project management skills.
- Analytical thinking and problem-solving ability.
- Commitment to confidentiality and ethical standards.
- Cultural sensitivity and respect for diversity.
- Proficiency in MS Office and data management tools.

#### Application process:

Interested and qualified candidates are invited to apply with Application Letter and Curriculum Vitae with two referees (one referee must be current Supervisor) through mail to [HR@swimnetwork.org](mailto:HR@swimnetwork.org) or the following address; **No. 39/H-1, Myintzu Street, (9) Ward, Mayangone Township, Yangon, Myanmar.**

The deadline for applications is **5:00 PM (MMT), 12 October 2026**. Only short-listed candidates will be invited for relevant test and /or personal interviews.

*Taw Win Kha Yay (SWiM) Network is the key population led organization providing right based services to Female Sex Workers and other community. The candidate must demonstrate positive attitude towards key populations and relevant community. People of all ethnicities, religions, genders, ages, individuals living with HIV, and those with disabilities are encouraged to apply.*