



Ratana Metta Organization

No. (483-B), 1st Floor, Aung Myittar Street, 4th Quarter (South), Tharketa Township, Yangon.
Contact Phone: 09 73024794 Email : ratanamettaadm@gmail.com

RMO (Ratana Metta Organization) Vacancy Announcement for National Only

What Department you are applying	: Program Department
Which position you are applying	: Assistant Program Officer (APO)
What the project period is	: June 2024 to end of December 2024 (with possible extension)
Where you have to work	: Yangon
When you start working	: Immediately
When you can apply	: During 6 May 2024 to 19- May 2024 (ASAP)
What RMO expects from you	: Zero tolerance with financial fraud, sexual harassment, gender discrimination and child abuse on beneficiaries

Organization Background

Ratana Metta Organization was founded in September 10, 2004 with the main objective to prevent transmission of HIV/AIDS in Myanmar. Since then, it grew enormously into one of the outstanding local NGOs in Myanmar covering health, child protection, livelihood, women, youth and peace building sectors. In partnership with UN, INGOs, NGOs and CBOs for over 17 years, RMO could hold the excellent task records in implementing multi-sectors-projects. RMO is now operating 10 branch offices in different parts of Myanmar. Registered with the Ministry of Home Affairs (Registration No. 1098), RMO is systematically organized with its vision, mission, objectives, core values and strategic plans.

Description of Duties To

- Write project proposals, seek and collect the information required by the Program Officer.
- Be able to participate in required budgeting for project proposal development.
- Be able to do work plans for ongoing projects, budgets so under the direction of the Program Officer if activities need to be coordinated with Donors and Partners.
- Be able to arrange for the convening of Department's monthly planning meeting.
- Collect monthly reports from Projects, Quarterly Reports and Narrative Reports must be verified for compliance with the terms of the work plan.
- Be able to minute meetings of project department and project's performing reports.
- Be able to attend monthly meetings of other departments and Ratana Metta Organization on behalf of the Program Officer.
- Be able to visit the project areas to oversee if the activities being performed by the projects are in the line with the work plan.
- Be able to carry out tasks assigned by Supervisors at various levels as required by the work plan.

Coordination

- Keep in regular coordination with the project team and provide guidance on the project activities.
- Attend Organization's monthly program meeting to see project's progress and planning.
- Coordination and communication with other sectors of Organization, Donor Organizations and Partner Organizations to maintain partnership.
- Project's progress and performance are monthly updated to Senior Management Team and Program Team.
- Attend the relevant meetings and workshop forums to present the organization's progress, achievements and successes.



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Qualifications

- Bachelor's degree is required; B.A/B.Sc., or other relevant degrees
- At least four years of experiences in related field
- Experience and skills on effective financial and budgetary control and M&E
- Ability to cooperate with various stakeholders, international organizations, partners and Donors
- Experience in facilitating trainings and workshops and mentoring others
- Experienced working in a high pressure
- Proficiency in MS Office Applications (Word, Power Point, Excel), Internet & Email
- Must be intermediate level in English (verbal & oral)

How to apply

Please state applied position in email subject line and send CV and Cover Letter to Human Resource Department through ratanametta.recruitment@gmail.com , 09-73024794.

Please list expected salary and two reference persons in your application.

We thank all applicants for your interest, however only shortlisted candidates will be contacted for an interview.