



Ratana Metta Organization

No. (483-B), 1<sup>st</sup> Floor, Aung Myittar Street, 4<sup>th</sup> Quarter (South), Thaketa Township, Yangon.

Contact Phone: 09 73024794

Email: [ratanametta.recruitment@gmail.com](mailto:ratanametta.recruitment@gmail.com)

## RMO (Ratana Metta Organization)

### Vacancy Announcement for National Only

<b>Title</b>	<b>: Field Facilitator (1) Posts</b>
Location	: Bago Township, Bago Region
Report to	: Assistant Project Manager (APM)
Duration	: 6 month (possible with extension)
Application deadline	: <b>6<sup>th</sup> July, 2025 (Interview Section may happen before the deadline as needed)</b>

#### Organization Background:

**RMO** - Ratana Metta Organization was founded on September 10, 2004, with the main objective to prevent the 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 the UN, INGOs, NGOs, and CBOs for over 17 years, RMO could hold excellent track 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.

#### Job Summary:

Under the supervision of the Assistant Project Manager, the Field Facilitator is responsible to lead training and conduct related project activities in the related project area. The Field Facilitator is expected to lead the capacity-building training (life skills, leadership, Gender, and Comprehensive Sexual Education) for AYs in accordance with the standard guidelines. The post holder will be provided to undertake the effective implementation of the project's main activities; the project has focused on the empowerment of adolescent youths in the development of social and emotional skills and adolescent sexual and reproductive health (ASRH) knowledge and skills, and networking among peers and also with community leaders are aligned with the above policies. The approach is by working with adolescent youths (AYs) and their community leaders to have the capacity of AYs for self-care developed and enabling environment for AYs' self-care established. The project will address the issue of limited access for adolescents to life skills and SRH knowledge and skills amid the challenging political turmoil.



Ratana Metta Organization

No. (483-B), 1<sup>st</sup> Floor, Aung Myittar Street, 4<sup>th</sup> Quarter (South), Thaketa Township, Yangon.

Contact Phone: 09 73024794

Email: [ratanametta.recruitment@gmail.com](mailto:ratanametta.recruitment@gmail.com)

## **Responsibilities and Tasks**

- Conduct the project activities that will be provided capacity building for adolescent youths, girls and boys aged 12 - 17 years, towards improved self-care through increased SE (life skill, leadership, gender, and Comprehensive Sexual Education) and ASRH competencies
- Assist curriculum development for youth training (Life Skills, Leadership, Gender & Comprehensive Sexual Education (CSE), Peer Educator (PE) in collaboration with leading funding partner organizations, external consultants, and relevant technicians.
- Provide technical inputs to improve the quality of the project activities
- Prepare timely and high-quality reports on project activities
- Coordinate with relevant stakeholders, community leaders, AYs, volunteers, CBOs, and CSO in the relevant project area.
- Update regularly on the progress of the project implementation and challenges
- Participate in the selection of target villages and recruitment of AYs under the guidance of the Assistant Project Manager (APM)
- Work closely with AYs, Community members and Caregiver & Parents
- Lead and facilitate the implementation of pieces of training to AYs as trainers and to conduct monthly meetings with community members, Caregivers & Parents
- Evaluate the effectiveness of the training and modify the materials as required
- Conduct all projects related activities of planning, organizing, training and workshops
- Share the useful information and collaborate with the project's team (YGN & Bago)
- Effectively manage the training budget to ensure all the training activities are established within the available budget amount

## **Job Requirements:**

- University degree in social work or a related field in a reputed institute
- Strong working experience of the youth development program
- Minimum 2 years experience in working as a trainer or facilitator and having quality assurance knowledge in Life skills, Leadership, SRHR, Gender, Comprehensive Sexual Education (CSE), Peer Educator (PE)
- Community mobilization and facilitation skills and experience working with a community-based organization
- Commitment to and understanding of the organization's aims core values and principles
- Good personal organizational skills, including time management, and the ability to meet deadlines and be able to work under pressure
- Good problem-solving skills and ability to work independently
- Residence applicants are encouraged to apply



Ratana Metta Organization

No. (483-B), 1<sup>st</sup> Floor, Aung Myittar Street, 4<sup>th</sup> Quarter (South), Thaketa Township, Yangon.

Contact Phone: 09 73024794

Email: [ratanametta.recruitment@gmail.com](mailto:ratanametta.recruitment@gmail.com)

- Basic knowledge of computer skills using MS Office software (Excel, Word, Outlook, Teams, PowerPoint, etc.)

### Child Safeguarding:

*RMO is working with children, persons with disability (PwD), and PLHIV and is committed to the safeguarding of children and vulnerable adults under the core sectors of our work. We have **zero tolerance** for any behaviors and practices that puts children and/or vulnerable adults at risk of abuse and/or harm. Successful candidates will be expected to adhere to the Code of Conduct and sign up for RMO's Child Safeguarding policy and PSEA.*

### How to apply:

- Please submit **your application form (attached in below) or your updated CV** with contact details of 3 referees and cover letter, summarizing why you are suitable for this position and how to fulfill child protection project's job qualification and requirements to [ratanametta.recruitment@gmail.com](mailto:ratanametta.recruitment@gmail.com) not later than **3:00 PM, 6<sup>th</sup> July, 2025**.
- **Applications after closing date and without the complete CV will not be considered.** And also **only CVs applied via Email will be accepted.**
- Please note that there is **NO TELEPHONE INQUIRY** and **only** shortlisted applicants will be contacted for Written Test and Personal Zoom Interview.

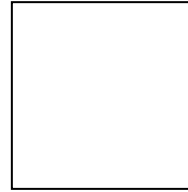
### Child Safeguarding:

*RMO is working with children, person with disability (PwD), PLHIV and committed to the safeguarding of children and vulnerable adults under the core sectors of our work. We have **zero tolerance** for any behaviors and practices that puts children and/or vulnerable adults at risk of abuse and/or harm. Successful candidate will be expected to adhere to Code of Conduct and sign up to RMO's Child Safeguarding policy and PSEA.*



Ratana Metta Organization  
No. (483-B), 1<sup>st</sup> Floor, Aung Myittar Street, 4<sup>th</sup> Quarter (South), Thaketa Township, Yangon.  
Contact Phone: 09 73024794  
Email: [ratanametta.recruitment@gmail.com](mailto:ratanametta.recruitment@gmail.com)

### **Application Form**



Applied Post .....

Name .....

Date of Birth .....

N.R.C No. ....

Marital Status .....

Mother Tongue .....

Other Languages .....

.....

Expected salary .....

### **Education**

<b><i>Start Date – End Date (From ..... to .....)</i></b>	<b><i>Name and Type of University Providing Education</i></b>	<b><i>Title of Qualification Award</i></b>



Ratana Metta Organization

No. (483-B), 1<sup>st</sup> Floor, Aung Myittar Street, 4<sup>th</sup> Quarter (South), Thaketa Township, Yangon.

Contact Phone: 09 73024794

Email: [ratanametta.recruitment@gmail.com](mailto:ratanametta.recruitment@gmail.com)

### Trainings and Other Qualifications

<i>Duration (From .... to ....)</i>	<i>Name and Type of University Providing Education</i>	<i>Title of Training and Qualification</i>

### Work Experience

<i>Duration (From ..... to .....)</i>	<i>Position Held</i>	<i>Name and address of employee / company/ organization</i>



Ratana Metta Organization  
No. (483-B), 1<sup>st</sup> Floor, Aung Myittar Street, 4<sup>th</sup> Quarter (South), Thaketa Township, Yangon.  
Contact Phone: 09 73024794  
Email: [ratanametta.recruitment@gmail.com](mailto:ratanametta.recruitment@gmail.com)

Present Address .....

.....

.....

Permanent Address .....

.....

.....

Contact Phone No. ....

Contact E-mail, Facebook account .....

Signature .....

**Referees**

1. Name .....

Position .....

Organization / Company .....

Contact Phone Number .....

Contact Email .....



Ratana Metta Organization

No. (483-B), 1<sup>st</sup> Floor, Aung Myittar Street, 4<sup>th</sup> Quarter (South), Thaketa Township, Yangon.

Contact Phone: 09 73024794

Email: [ratanametta.recruitment@gmail.com](mailto:ratanametta.recruitment@gmail.com)

2. Name .....

Position .....

Organization / Company .....

Contact Phone Number .....

Contact Email .....

**Declaration by the Applicant:** I declare that the information give herein is true and correct.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PLACE: \_\_\_\_\_



Ratana Metta Organization

No. (483-B), 1<sup>st</sup> Floor, Aung Myittar Street, 4<sup>th</sup> Quarter (South), Thaketa Township, Yangon.

Contact Phone: 09 73024794

Email: [ratanametta.recruitment@gmail.com](mailto:ratanametta.recruitment@gmail.com)