

Inclusive Systems Myanmar Limited by Guarantee is registered as an organization, and it is a Social Enterprise of Helvetas Swiss Intercooperation in which operational in 30 developing countries around the world. Our vision is a just world in which all men and women determine the course of their lives in dignity and security, using environmental resources in a sustainable manner. ISM is active in the following three thematic areas: a. water, food and climate; b. skill, jobs and income and c. voice, inclusion and cohesion. ISM engages in emergency relief, reconstruction, and rehabilitation. Our working approaches prioritize local ownership, multi-stakeholder and equitable partnerships, and downward accountability. We are a gender, culture, race, creed, political and religion neutral unbiased organisation which promotes inclusion, diversity and tolerance, respect and fair treatment for and between employees, partners, contributors and community groups.

Responsible Business Fund Plus (RBF+) is a Matching Grant Fund (2024–2028) under the EU-supported SLING Action, co-funded by the Embassies of Denmark and Switzerland, and implemented by Inclusive Systems Myanmar and Helvetas Myanmar. RBF+ promotes inclusive growth of agrifood MSMEs in local value chains to enhance economic resilience and environmental sustainability, through three key outcomes:

1. Capacity improvement of Companies and Equipment Suppliers, to offer modern Agricultural Inputs, Services and new Technologies
2. Strengthening the capacities of MSMEs providing Agri Inputs to farmers and Agrifood MSMEs processing agricultural output
3. Improved Market Access (Domestic and Export) for Agrifood MSMEs and Farmers through Business Associations and Large Local Retailers / International Importers

Target Groups

- Direct: Agrifood MSMEs that support farmers with productivity, cost-efficiency, or market access.
- Enabling: Tech suppliers, equipment providers, business associations, and large buyers with a commercial stake in sustainable agrifood systems.

Subject to the donor funding of Responsible Business Fund Plus (RBF+), we are currently looking for an enthusiastic, committed, experienced and reliable

Junior Grant Officers - All Outcomes – 2 Positions

based in Yangon with frequent travel to project areas.

MAIN TASKS

- Guide and assist potential applicants in developing proposals aligned with program priorities and donor requirements.
- Support documentation and initial eligibility checks during proposal intake.
- Assist in conducting due diligence, including reviewing business documents and compiling risk assessments.
- Help coordinate field visits and contribute to basic assessments for appraisal purposes.
- Support scheduling of grant committee meetings and site visits.
- Assist in drafting supporting documents for reviews, approvals, and agreements.
- Generate and track grant documents, contracts, and disbursement schedules under guidance from Grant Officers and Outcome Manager.
- Process and mail signed grant agreements and disbursement documents.
- Maintain physical and digital records in grant management systems.
- Participate in field monitoring and provide administrative and technical support during project supervision.
- Monitor the implementation progress of RBF+ Grantees and follow up on key milestones.
- Liaise with internal teams (Finance, M&E, Technical Advisor) to ensure effective grant implementation.
- Coordinate logistics for meetings, trainings, and field missions, including venue booking, travel, and materials preparation.
- Learn and adapt to tools, technologies, and equipment relevant to the agricultural value chain.

- Actively engage in training sessions, learning forums, and internal grants team meetings.
- Provide technical support in one or more RBF+ windows, as assigned.
- Assist in monitoring the project and preparing reports to the Outcome manager and Senior Grant Officers with timely and accurately regular basis.
- Assist in engaging in assigned networks, working groups, partners and platforms for networking, coordination and accessing information purposes.
- Promote gender and socially inclusive, conflict sensitive and participatory approaches in all steps of project cycle.
- Present project activity to the relevant project stakeholders for visibility when its required.
- Perform other tasks assigned by the Outcome Manager or Program Manager as needed.

YOUR QUALIFICATIONS

- Bachelor's or higher diploma in Business Administration, Development Studies, Economics, Agriculture, or a related field.
- At least 2 years' relevant working experience (grant management, development organization, public and/or private sector in agrifood sector and MSMEs ecosystem)
- Experience working with agrifood MSMEs, trade associations, or export promotion initiatives is highly preferred.
- Knowledge of Myanmar's agrifood sector, including key export markets, trade policies, and international trade standards.
- Excellent analytical and problem-solving skills with the ability to assess business plans and market viability.
- Strong financial and budget management skills to assess co-investments and grant allocation.
- Excellent communication and stakeholder engagement skills, including working with government agencies, private sector actors, business associations, and international organizations.
- Familiarity with market linkages, sustainable farming practices, and climate-resilient agricultural solutions.
- Strong understanding of agribusiness, supply chains, and environmental sustainability principles.
- Support agrifood MSMEs in assessing international market trends, buyer requirements, and compliance with export regulations.
- Coordinate with business support organizations, trade associations, and consultants to assist MSMEs in trade fair preparation and business matchmaking.
- Ensure that market development activities are aligned with Outcome 3 objectives and contribute to increased international and domestic market access for MSMEs.
- Ability to work independently and collaboratively in a fast-paced environment.
- Advanced English in four skills (must be able to participate in group discussion meetings and taking note/report writing)
- Fluent in Burmese (must have public speaking skills and must be an active listener in group discuss meetings)

WE OFFER YOU

A multicultural setting and a flexible and dynamic working environment, which values innovation, initiative and learning.

We look forward to receiving your complete application including **a motivation letter, work certificates and diplomas** by **11 July 2025 at 5:00 pm**. Please note that **three references** are needed for shortlisted candidates. Interviews will be a combination of verbal and practical/technical exercise in English.

Please include the name of the position you are applying for in the subject line of your email.

Please send your electronic application to hr.mmr@helvetas.org.

Visit our website : <https://inclusivesystems.org/> , <https://www.rbfmyanmar.com/>