



**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)

## **Vacancy Announcement**

Position	:	Project Manager	(1) Post
Project	:	Integrated WASH, Shelter & Non-Food Item, (NFI), Health, and Protection Support for Conflict and Flood-Affected Communities	
Location	:	Shwe Gyin, Bago Division	
Report to	:	Head of Program.	
Direct Manage to	:	Project Supervisor, Project Officer, Project Assistants, Finance Officer, Community Mobilizer	
Duration	:	1 year (including 3 months' probation period with possible extension)	
Application deadline	:	21 <sup>th</sup> July, 2025(Interview section may happen before the deadline as needed)	

### **Organization Background:**

**RMO** - Ratana Metta Organization was founded on September 10, 2004, with the main objective to prevent transmission of HIV/AIDS in Myanmar. Since then, it has grown 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 20 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. 0132\_2022), RMO is systematically organized with its vision, mission, objectives, core values, and strategic plans.

### **Program Management and Implementation**

- Lead the overall planning, coordination, implementation, and monitoring of all project activities across WASH, Health, Shelter/NFI, and Protection sectors.
- Ensure the project is implemented in accordance with the approved proposal, budget, work plan, and relevant humanitarian standards.
- Supervise and provide guidance to the project team to ensure high-quality and timely delivery of activities.
- Ensure proper integration and sequencing of sectoral components for maximum efficiency and impact.

### **Financial Management**

- Oversee project budget implementation and ensure expenditures are in line with approved budgets and donor requirements.
- Monitor financial performance and burn rate, anticipate variances, and take corrective action as needed.
- Work closely with the finance department to ensure timely forecasting, reporting, and reconciliation.
- Review and approve financial requests and expense reports from the project team in line with internal control procedures.

### **Monitoring, Evaluation, Accountability, and Learning (MEAL)**

- Ensure development and use of appropriate M&E tools and systems to track progress, outputs, outcomes, and impact.
- Oversee data collection, analysis, and reporting in collaboration with the MEAL team.



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- Ensure accountability to affected populations, including feedback mechanisms, complaints handling, and community participation.
- Promote learning and continuous improvement by documenting lessons learned and best practices.

### **Human Resource and Team Management**

- Provide leadership, mentorship, and capacity building for project staff, promoting a collaborative and high-performance team culture.
- Conduct regular performance reviews, identify training needs, and support professional development.
- Ensure clear roles, responsibilities, and work plans for each team member.
- Support staff well-being and conflict resolution in coordination with HR.

### **Stakeholder Coordination and Communication**

- Facilitate regular coordination with local authorities, implementing partners, donors, and other key stakeholders.
- Represent the project in coordination meetings, clusters, and relevant forums.
- Ensure effective internal and external communication on project progress, challenges, and achievements.

### **Logistics and Procurement Oversight**

- Ensure procurement planning and implementation are aligned with project timelines and donor regulations.
- Coordinate closely with procurement committee and RMO head of departments to ensure timely delivery of goods and services.
- Monitor distributions and transportation management to support field activities.

### **Risk Management and Compliance**

- Identify potential risks to project implementation (operational, security, legal, etc.) and develop mitigation strategies.
- Ensure compliance with donor regulations, humanitarian principles, and organizational policies, including child safeguarding and protection from sexual exploitation and abuse (PSEA).
- Ensure adherence to Do No Harm principles and mainstream protection, gender sensitivity, and environmental considerations across all activities.

### **Reporting and Documentation**

- Lead the preparation and submission of timely and high-quality narrative and financial reports to donors and senior management.
- Ensure proper documentation and filing of project activities, decisions, and communications.
- Contribute to donor reporting, and external communication as needed.

### **Job Requirements:**

- Bachelor's degree in International Development, Public Health, Social Sciences, or a related field.
- Strong leadership, team management, and project coordination skills. Excellent planning, budgeting, and reporting abilities. Familiarity with Sphere Standards, Core Humanitarian Standards, and AAP. Strong in English (Reading, Writing, Speaking and Listening)
- Strong problem-solving, communication, and decision-making skills.
- Minimum 4 -6 years of progressive experience in managing humanitarian or development projects. Demonstrated experience in managing multisectoral programs (WASH, Protection, Health, Shelter/NFI).
- Proven experience in donor coordination and reporting.



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### How to apply:

Please submit your updated CV and document from relevant administrative departments that they have been acquitted with contact details of **2 referees** and a cover letter, summarizing why you are suitable for this position and how to fulfill the child protection project's job qualification and requirements to [ratanametta.recruitment@gmail.com](mailto:ratanametta.recruitment@gmail.com) not later than 21<sup>th</sup> July, 2025.

- Applications after the closing date will not be accepted
- Please note that there is **no telephone inquiry** and only shortlisted applicants will be contacted for written tests and interviews.

### Child Safeguarding and PSHEA

*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 put children and/or vulnerable adults at risk of abuse and/or harm. The successful candidates will be expected to adhere to Code of Conduct and sign up to RMO's Child Safeguarding policy and PSHEA.*



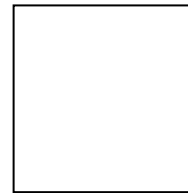
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### Application Form



Applied Post .....

Name .....

Date of Birth .....

N.R.C No. ....

Marital Status .....

Mother Tongue .....

Other Languages .....

.....

Expected salary .....

### Education

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



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### 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>



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Present Address .....

.....

.....

Permanent Address .....

.....

.....

Contact Phone No. ....

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

Signature .....

## Referees

1. Name .....



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Position .....

Organization / Company .....

Contact Phone Number .....

Contact Email .....

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: \_\_\_\_\_



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