



Ratana Metta Organization

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

Contact Phone: 09 73024794

Email: ratanametta.recruitment@gmail.com

RMO (Ratana Metta Organization)

Vacancy Announcement for National Only

Title : Project Assistant (2) Posts

Location : Shwe Kyin Township, Bago Region

Report to : Project Manager (PM)

Duration : 1 Year (possible with extension)

Application deadline : **6th 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 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;

The project focuses on enhancing the collaborative effort of farmers, business owners, duty bearers, and other social societies of Shwe Kyin Township which can effectively contribute to accessing Child Protection, Education, and Vocational Training and address community mechanisms for Child Rights and Child Protection which be able to support better future of Children in Shwe Kyin Township.

Required qualifications are:

- Must have a university degree.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and project management tools.
- Must be able to use a computer for office-related tasks
- Must be over (22) years of age.
- Must be able to build good relationships with local villages.
- Work Shop Awareness events must be organized in collaboration with supervisors.
- Reducing child labor Must have experience in child protection.



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- partner organizations Communicate smoothly with relevant departments.
- Must be in good health and able to work on the project for at least one (1) year.
- Must live and work in Shwe Kyin Township, Bago Region.
- Must be interested in public benefit activities. Must be able to travel.
- Must be able to carry out the duties assigned by the responsible levels according to needs.

Experience

- Minimum of 2-3 years of experience in project implementation, particularly in child protection, vocational training, or community development.
- Experience in organizing advocacy meetings, awareness campaigns, and coordinating community-based programs.
- Experience in supervising and managing teams or volunteers in project settings.

Languages:

- Fluent in Burmese (written and spoken)
- Good in English (written and spoken)

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 not later than **3:00 PM, 6th 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.*



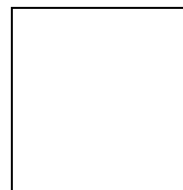
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Application Form



Applied Post

Name

Date of Birth

N.R.C No.

Marital Status

Mother Tongue

Other Languages

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Expected salary

Education

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

Position

Organization / Company

Contact Phone Number

Contact Email



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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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