



Ratana Metta Organization
Vacancy Announcement for National Only

What Department you are applying	:	Program Department
Which position you are applying	:	Program Officer
What the project period is	:	June-2024 to end of Dec-2024 (with possible extension)
Where you have to work	:	Yangon
When you start working	:	Immediately
When you can apply	:	6 th May 2024 to the 19 th May 2024 (as soon as possible) (Interview Section may happen before the deadline as needed)
What RMO expects from you	:	Zero tolerance for financial fraud, sexual harassment, and gender equality and child abuse on beneficiaries

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 18 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. Currently, RMO's child protection project elimination of child labor in agriculture project, and Workers have access to Justice in accordance with the labor law. Strengthening the resilience and recovery of conflict-affected communities in Rakhine state through local leadership, decent work, and safe migration. In addition, as a social benefit business, it aims to improve the lives and livelihood of women from the poor villages of Shwe Kyin Township and also conducts Microfinance Company Limited with low-interest rates.

Job Description

- ✦ Objectives set by the RMO, Call for Proposals must be identified and submitted for new projects that match the Strategic Plan.
- ✦ Partners on behalf of the RMO, Funding agencies you have to connect with the local authorities who will participate in the project and the community.
- ✦ Direct project staff to ensure effective and timely completion of project activities.
- ✦ Successful proposals submitted to funding agencies must be negotiated and prepared for MOU signing.
- ✦ Work Plan, Check List, and Budget must be coordinated with relevant departments in order to be able to submit Project Proposals on time.

- ✦ The Department of Personnel Affairs to appoint employees for the implementation of project work plans. Requests must be made to coordinate staffing requirements with the finance department.
- ✦ Project staff to receive them on time according to the terms of the MOU.
- ✦ Project M&E findings should be directed to project staff to prepare requirements.
- ✦ The planning department must coordinate with the assistant planning officer the processes necessary to hold the monthly planning meeting.
- ✦ When the project is completed, review meetings must be supervised.
- ✦ Documents relating to the plans, project reports, and proposal forms for the long-term maintenance of MOUs must be done in coordination with the management department.
- ✦ Must carry out the duties assigned by the responsible levels according to business requirements.
- ✦ Employees and their partner organizations must deal with employees and individuals in a responsible and successful manner.
- ✦ The monthly executive meeting held by the RMO. Attending management meetings and other departments' coordination meetings as required.

Coordination

- Keep in regular coordination with the project team and provide guidance on the project activities
- Attend the organization's monthly program meeting to see project progress and planning.
- Coordination and communication with other sectors of the organization, donor organization, and partner organization, to maintain partnership
- Project's progress and performance are monthly updated to the senior management team and program team
- Attend the relevant meetings, and workshops forums to present the project's achievements and successes.

Qualifications

- Bachelor's degree is required; B.A/B.Sc., or other relevant degrees
- Must be above 25 years to 40 years old
- At least four years of experience in a related field
- Must be in good health and can work until the end of the Project
- Experience and skills in effective financial and budgetary control and M&E.
- Ability to cooperate with the government, various international organizations, partners, and Donors.
- Experience in facilitating training and workshops and mentoring others.
- Experienced working under high pressure.
- Proficiency in MS Office Applications (Word, PowerPoint, Excel), Internet & Email
- Must be intermediate level in English (four skills)

How to apply

Please state the applied position in the email subject line and send a CV, relevant document, and Cover Letter to Human Resources Department through ratanametta.recruitment@gmail.com .

Please list the expected salary and three reference persons in your application.

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