



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 for National Only

<b>Title</b>	<b>: Project Manager (Child Protection)</b>
<b>Location</b>	<b>: Dala Township, Yangon</b>
<b>Report to</b>	<b>: Head of Programme, Executive Committee (EC)</b>
<b>Direct reports</b>	<b>: Project Officers, Project Accountant</b>
<b>Duration</b>	<b>: 6 months ( The Extend Contract is Available )</b>

Application deadline : 6<sup>th</sup> July, 2025 (**Interview Section may happen before the deadline as needed**)

### Organization Background:

**RMO** - Ratana Metta Organization was founded in September 10, 2004 with the main objective to prevent 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 UN, INGOs, NGOs and CBOs for over 20 years, RMO could hold the 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. 1/Local/0118), RMO is systematically organized with its vision, mission, objectives, core values and strategic plans.

By intending to support children's issues in the light of twin crisis, RMO planned to implement child protection project through child friendly space, case management and capacity development to community-based child protection groups (CPGs) and CSOs in Dala Township. The project "Promoting safe environment for children in community" is expected main two outcomes 1) Child Protection mechanism is strengthened to address formal gaps and provide a responsive pathway for children and 2) to improve mental and physical wellbeing of children through appropriate intervention.

### Job Summary:

Project Manager (PM) is responsible for overall management of the project and s/he has the responsibility to operate the project on a day-to-day basis under the supervision of programme department and executive committee/board at RMO' head office. The Project Manager's prime responsibility is to ensure that the project produces the results (outputs) specified in the project document, to the required standard of quality and within the specified constraints of time and cost. The post holder will be providing hands-on guidance to undertake the effective planning and implementation of main activities; child friendly spaces, case management, psychosocial supports and capacity building trainings to Child Protection Groups (CPGs). PM will take close collaboration with child protection group, CSOs and coordinate with RMO's program department and donor's focal persons.



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## **Responsibility and Tasks**

### **Project Implementation and coordination**

- ✦ Lead the child protection project, project management and human management
- ✦ Take the leading role to identify constraints, opportunities and possible improvement child protection and advise accordingly.
- ✦ Project Manager has to develop innovative project implementation strategy to achieve project's expected results.
- ✦ Prepare timely and high-quality donor reports on project activities in compliance with RMO's requirements and any relevant external donor requirements
- ✦ Lead coordination meetings with community-based Child Protection Groups (CPG), volunteers, CBOs, CSO.
- ✦ Conduct capacity development regarding with child protection (CP), case management (CM) and CRC to community-based Child Protection Groups (CPG), CBO, CSO
- ✦ Guide to establishment of child safe gathering space collaboration with CPGs in each ward and village of project area.
- ✦ Submit a monthly project progress report and project activities to Program department and Program EC members.
- ✦ Represent the project to relevant duty-bearers maintain regular contact and build good relations with stakeholders and regularly update on the progress of the project implementation and challenges;
- ✦ Close cooperation with donor focal persons and other service providers, relevant sectors' counterparts and coordination mechanism
- ✦ Quarterly and monthly follow up and monitoring of related team and staff members assigned in respective townships.
- ✦ Participate in any other related duties in coordination with head office departments

### **People Management**

- ✦ Supervise project staff, Supervisors, Project Officers and Project Accountant on their day-to-day work and provide them with hands-on technical support and guidance.
- ✦ Manage team members (supervisor, project officer, project accountant) and lead project team for including planning, performance evaluation, motivation and development.
- ✦ Ensure staff capacity building, consultation, technical supporting and other related approaches and general development of project team members by providing necessary technical guidance and support
- ✦ Train project staff in technical areas through formal and informal interactions and make proper guidance that they are in line with procedures and guidelines to achieve targeted goals
- ✦ Manage in order to have quality reports that ensure appropriate capturing of project

### **Financial Management**

- ✦ Ensure effective and efficient utilization of project budget and other resources of the intended purpose.
- ✦ Management and take accountability on utilization of the project budget to be in line with RMO's financial policies, guidelines and procedures
- ✦ Manage to control the variance of approved budget and the actual expenses for the project  
Carry out monthly budget reviews of the project budget in coordination with the Finance team



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- ✦ To oversee the Project Accountant and guidance for the budget utilization, quarterly fund request and liquidation
- ✦ Check the project financial report before submission to donor
- ✦ Coordination with Finance team and take responsibility to facilitate donor spot check and feedback
- ✦ Oversee and guide procurement, admin, and finance activities of the project are according to organization policies;

#### Job Requirements:

- ✦ University degree in Social work or relevant discipline
- ✦ Minimum of 3-year professional child protection (CP) experience, preferably with specialization in Child Friendly space and Case Management (CM).
- ✦ Minimum of 5-year project management and experience in strong management project budget and overseeing project teams in different locations
- ✦ Demonstrated experience in project planning, implementation, monitoring, evaluation
- ✦ Good experience of donor reporting and presentation skills
- ✦ Excellent coordination, facilitation, and negotiation skills;
- ✦ Commitment to and understanding of organization's aims core values and principles
- ✦ Good personal organizational skills, including time management, and ability to meet deadlines and work under pressure
- ✦ Working proficiency in English (both written and verbal)
- ✦ Strong computer proficiency and data management
- ✦ Good problem-solving skills and ability to work independently
- ✦ Willingness to travel to field offices occasionally in order to have effective project implementation

#### 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.*



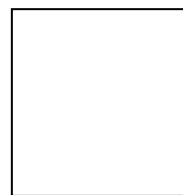
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## **Application Form**



Applied Post .....

Name .....

Date of Birth .....

N.R.C No. ....

Marital Status .....

Mother Tongue .....

Other Languages .....

.....

Expected salary .....

## **Education**

<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>



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### **Trainings and Other Qualifications**

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

### **Work Experience**

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



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Present Address .....

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Permanent Address .....

.....

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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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