



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

Vacancy Announcement

Position :	Admin Assistant(1) Post
Location :	Thingungyun, Yangon
Report to :	Admin & HR Manager
Duration :	1 year (including 3 months' probation period)
Starting date of position:	as soon as possible
Application deadline :	29-6-2025 (Will be interview before the deadline based on requirement need.)

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 17 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. 1098), RMO is systematically organized with its vision, mission, objectives, core values and strategic plans.

Responsibility and Tasks

Qualifications: Education/Knowledge/Technical Skills and Experience.

Required qualifications and qualifications

- Must have at least a bachelor's degree from any university.
- Must be able to use software such as Microsoft Office, Excel, Zoom, Social Media.
- Must have at least two (2) years.



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- Must have good social skills and be able to travel to project areas. You should also be able to connect with network groups in the project areas.
- Must be able to follow the rules and regulations set by Ratana Metta Organization.
- Must be able to do the work when assigned by the various official organizations in Ratana Metta Organization according to needs. Must be interested in community service.
- Must be in good health and able to travel from time to time.
- Must be able to work overtime on weekends as required.
- Must be able to carry out the duties assigned by the responsible levels according to instruction needs.
- Under the management of the Admin Officer information in the field to ensure the quality of the organization operations.

Responsibilities and obligations

- Must be able to collect and compile day-to-day information of the Admin department on projects to assist in writing reports.
- Visiting the workplaces of the projects being carried out by the Ratana Metta Organization and implementing the project according to the specifications. Weaknesses Emphasis evidence of difficulties. Must be able to collect and present information.
- Based on the information gathered about the status of the project implementation, you must be able to write and compile reports on the status of the project implementation at the monthly planning department meeting.

How to apply:

Please submit your updated CV with the contact details of **2 referees** and a cover letter, summarizing why you are suitable for this position and how to fulfill Ratana Metta Organization's job qualifications and requirements to ratanametta.recruitment@gmail.com not later than 29-6-2025. It would be more appropriate to submit your application using the Ratana Metta Organization's official job application form, as indicated under the current job announcement.



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- 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 other:

*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. Successful candidates will be expected to adhere to the Code of Conduct and sign up for RMO's Child Safeguarding policy and PSEA, Conflict of Interest, and financial fraud.*



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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

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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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