



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	:	Project Manager
Project	:	Accelerating the growth of community-owned initiatives to meet the essential needs of vulnerable residents in three of Yangon's major peri-urban areas.
Location	:	Dala Township, Yangon
Report to	:	Head of Program.
Direct Manage to	:	Project Officer, Project Assistants, Project Accountants.
Duration	:	1 year (including 3 months' probation period with possible extension)
Application deadline	:	8 th June, 2025(Interview section may happen before the deadline as needed)
RMO expects	:	Zero tolerance for financial fraud, sexual harassment, gender inequality, and child abuse on beneficiaries

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 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. 0132_2022), RMO is systematically organized with its vision, mission, objectives, core values, and strategic plans.

Purpose of the position

- To empower grassroots CSOs to spearhead local development activities, enabling them to more effectively contribute to positive child survival and development outcomes in three of Yangon's poorest peri-urban townships.
- To strengthen CSO members' competencies, organizational capacities, and autonomy to expand access to quality child survival and development services.
- To promote collective action, increased resource and community mobilization, and resilience in service provision through creating linkages, networking, and knowledge transfer among CSOs.

Key Outputs/Responsibilities

Project Planning & Implementation and Coordination

- The Project Manager has to develop an innovative project implementation strategy to achieve the project's expected results in project duration.
- 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 Support Group (CSGs), volunteers, CBOs, CSO.
- Conduct capacity development regarding child protection (CP), case management (CM), and CRC to community support groups (CSGs), CBO, and CSO.
- Guide to the establishment of saving groups with women and women-headed households in coordination with CSGs in each ward and village of the project area.
- Provide financial management skill Training to women and women-headed household



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- Community Support Group (CSG) members will be trained for Community.
- Submit a monthly project progress report and project activities to the 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 mechanisms.
- 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 officers, Project Assistants, and Project accountants on their day-to-day work and provide them with hands-on technical support and guidance.
- Manage team members (project officer, project assistants, project accountant) and lead the project team including planning, performance evaluation, motivation, and development.
- Ensure staff capacity building, consultation, technical support, 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 to have quality reports that ensure appropriate capturing of project
- Provide on-the-job training as required and adapt training/coaching to specific staff needs.
- Formalize and develop project-related operational tools and training modules.

Financial Management

- Ensure effective and efficient utilization of the project budget and other resources of the intended purpose.
- Management and accountability on utilization of the project budget to be in line
- with RMO's financial policies, guidelines, and procedures
- Carry out monthly budget reviews of the project budget in coordination with the
- Finance team.
- Manage to control the variance of the approved budget and the actual expenses for the project.
- To oversee the Project Accountant and guidance for the budget utilization, quarterly fund requests, and liquidation.
- Check the project financial report before submission to the donor
- Coordination with the Finance team and take responsibility for facilitating donor spot checks and feedback.
- Oversee and guide procurement, admin, and finance activities of the project according to organization policies.

Administration and Logistics

- Respect RMO's Policies and Procedures (including HR regulations, Procurement Guidelines, Logistics Guidelines, Finance, and Administration Rules and Regulations) and Memos provided by senior



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management and coordinate with HR and Administration Manager to ensure that all team members follow the policies and procedures.

- Coordinate with the Admin Dept: and Finance Dept: to ensure verifiable records for the procurement, transportation, delivery, and receipt of project inputs to the respective field locations.

Job Requirements:

- University degree in social work or any relevant field
- Minimum of 5-year project management and experience in strong management of project budget and overseeing the project teams
- Minimum 5 years of experience in NGO projects, particularly in managing/leading projects.
- At least 3 years experience with people management
- Experience in producing high-quality technical material (training material, program tools, proposals, strategic documents, etc.).
- Good experience in donor reporting and presentation skills
- Excellent coordination, facilitation, and negotiation skills;
- Commitment to and understanding of the organization's aims core values and principles
- Good personal organizational skills, including time management, and the 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
- Professional proficiency in English and Myanmar.
- Excellent communication skills for external audiences (including governments and donors)
- Excellent in using office software.
- Experience working in conflict contexts or humanitarian response.
- Experience working with Monitoring and Evaluation.
- Be able to manage organizational tasks as needed.

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 not later than 8th June 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.



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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.*



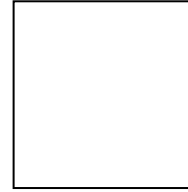
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Application Form



Applied Post

Name

Date of Birth

N.R.C No.

Marital Status

Mother Tongue

Other Languages

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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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