



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

Position : Finance Asst: (1) Post

Location : Thingungyun, Yangon

Report to : Finance Manager

Duration : 1 year (including 3 months' probation period)

Starting date of position: **as soon as possible**

Application deadline : 8<sup>th</sup> June, 2025 (Will be interview before the deadline based on requirement need.)

RMO expects : Zero tolerance for financial fraud, sexual harassment, gender inequality, and child abuse on beneficiaries

### 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.

- B.A Eco and relevant Graduate or LCCI Level (II) (UK) with a university degree.
- Must be 25 years old or older.
- Must have at least (2) years of work experience in relevant field.
- Must be able to use MS office, Email, Internet, Zoom professionally.
- Must be able to read and speak English fluently.
- Adhere to the financial regulations and instructions of the Finance Officer and Asst: Finance Officer from Ratana Metta Organization.
- All financial expenditures must be controlled to ensure that they do not exceed the budget of the Ratana Metta Organization.
- To prevent misuse of money, every use of money must be properly checked.
- Must be able to send financial statements to relevant parties within the specified period.
- 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.



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)

- Must be able to carry out the duties assigned by the responsible levels according to instruction needs.

#### How to apply:

Please submit your updated CV with contact details of **2 referees** and cover letter, summarizing why you are suitable for this position and how to fulfill Ratana metta Organization's job qualification and requirements to [ratanametta. Recruitment @gmail.com](mailto:ratanametta.Recruitment@gmail.com) not later than 8<sup>th</sup> June-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.

- Applications after closing date will not be accepted.
- Please note that there is **no telephone inquiry** and only shortlisted applicants will be contacted for written test and interview.

#### Child Safeguarding and other

*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 PSHEA.*



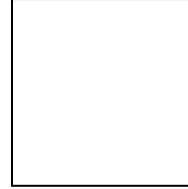
Ratana Metta Organization

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)

### **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>



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)

### 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>



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)

Present Address .....

.....

.....

Permanent Address .....

.....

.....

Contact Phone No. ....

Contact E-mail, Facebook account .....

Signature .....

### Referees

1. Name .....

Position .....

Organization / Company .....

Contact Phone Number .....

Contact Email .....



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)

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: \_\_\_\_\_



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)