



DKT International Inc. (Myanmar Branch)

CAREER OPPORTUNITY

About DKT International Myanmar: DKT International is a leader in making modern contraceptive products and information more available, accessible, and affordable to people in 90 developing countries worldwide. Through innovative social marketing DKT aims to give Myanmar's people greater knowledge and a wider range of choices for reproductive health.

DKT International Myanmar invites applications for the following position in Yangon, Myanmar.

Position: Grant and Budget Analyst
Report To: Associate Director, Corporate Affairs
Duty Station: Yangon
Closing Date: as soon as possible

About the Job: We are looking for a Grant and Budget Analyst responsible for ensuring that grant budgets comply with both donor requirements and internal organizational policies. The Analyst will review and validate grant allocations to ensure accuracy and appropriateness, monitor project burn rates, identify risks of under- or overspending, and support proactive budget management to guarantee timely and compliant use of funds.

Responsibilities (but not limited to):

- Be the internal focal point for full lifecycle grant management from application to closure.
- Review and verify grant budget allocations to ensure alignment with donor guidelines and organizational standards.
- Monitor and track project expenditures and burn rates regularly.
- Identify risks of underspending or overspending and provide early warnings and recommendations to relevant stakeholders.
- Support budget holders in revising or reallocating budgets when needed, based on financial performance and program needs.
- Perform other tasks assigned by direct supervisor.

Qualifications/Requirements:

- Bachelor's degree in any disciplines. (prefer to have Finance, Accounting, Business Administration or related background.)
- Minimum 3 years of grant management and financial analysis experience in donor-funded environment.
- Strong analytical and numerical skills with attention to detail.
- Excellence communication and ability to work collaboratively across internally.
- Proficient in Excel and google services.
- Understanding the sexual and reproductive health would be an asset.



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Interested candidates are invited to submit their updated CV, including application letter and contact detail of two references, to:

Human Resource Office, DKT International Inc. (Myanmar Branch)

No. 10 (B-1), Thukhawaddy Street, Ward 6, Yankin Township, Yangon.

Email: hro@dktmyanmar.org

We are on the outlook not just for talent, but also for friends and partners for the long term.

Only shortlisted candidate will be invited for interview.