



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 (for National Only)

Department to apply	:	Programme Department
Position Title	:	M&E Officer
Position Required	:	1 Post
Report to	:	Program Manager
Duration	:	1 Year (including 3 months probation period)(with possible extension)
Duty Station	:	Yangon (Thingungyun)
Application Deadline	:	8th June, 2025 (Interview Section may happen before the deadline as needed)
Starting date of position	:	As Soon As Possible
RMO expects	:	Zero tolerance for financial fraud, sexual harassment, gender inequality, and child abuse on beneficiaries

Organization Background

Ratana Metta Organization was founded on September 10, 2004, with the main objective of preventing the 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 holds excellent task records in implementing multi-sector 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.



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Responsibility and Tasks

Qualifications: Education/Knowledge/Technical Skills and Experience.

Under the management of the Project Manager, the M&E Officer collects information in the field to ensure the quality of the organization's operations. Review presentation collecting critical suggestions about the activities of the group from the beneficiaries and presenting them to the management committee from the relevant levels of officials. Writing a report on the strengths and weaknesses of the results of the project. The Ratana Metta Organization is responsible for presenting the reviews that need to be further improved.

Responsibilities and obligations

- Must be able to collect and compile day-to-day information on the Project of projects to assist in writing reports.
- Visiting the workplaces of the projects being carried out by 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's implementation, you must be able to write and compile reports on the status of the project's implementation at the monthly planning department meeting.
- Must be able to coordinate with the project staff to obtain the necessary evidence for the surveys of the conditions before the start of the project and at the end of the project.
- Quality of the project. You must develop appropriate field data collection forms and methods to include quantitative data in presentations to the authorities.
- Must be able to accurately develop information standards that will monitor project implementation.
- Monitoring reports related to planning and implementation processes must be submitted to the project officer in a timely manner.
- It is necessary to have a good understanding of the M&E processes used in the project and must be able to develop and update the tools that will support their use.



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- Feedback and suggestions from the beneficiaries served by the Project Must be able to assist in handling complaints.

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, and Social Media.
- Must have at least two (2) years of experience in RMO and Project M&E.
- Outcomes related to projects; Indexes Must be knowledgeable about evidence.
- 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.
- Community authorities in the project area. You must be able to negotiate with relevant Donor organizations about the process.
- 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 business 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.

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 **8th 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 the closing date will not be accepted.
- Please note that only shortlisted applicants will be contacted for written tests and interviews.



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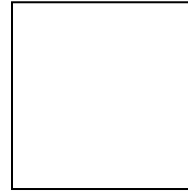
Child Safeguarding and other

*RMO is working with children, persons with disabilities (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 PSHEA.*



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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

<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: _____