



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	:	Finance Officer (1) Post
Project	:	Integrated WASH, Shelter & Non-Food Item, (NFI), Health, and Protection Support for Conflict and Flood-Affected Communities
Location	:	Thingungyun, Yangon Division
Report to	:	Finance Manager and Project Manager
Direct Manage to	:	Project Officer, Project Assistants, Community Mobilizer
Duration	:	1 year (including 3 months' probation period with possible extension)
Application deadline	:	9 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 20 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.

Duties and Responsibilities

- Oversee the financial management of the project and ensure all expenditures align with the approved budget.
- Prepare monthly and quarterly financial reports for internal and donor use.
- Monitor and track project spending, ensuring adherence to donor compliance and organizational policies.
- Process payments, manage petty cash, and review financial documents from field teams.
- Maintain accurate financial records and ensure proper documentation of all transactions.
- Work closely with the procurement committee to ensure transparent and efficient procurement.
- Participate in project planning to ensure financial needs are clearly captured and supported.
- Provide financial support during activity implementation, including trainings, distributions, and assessments.
- Participate in internal audits and ensure timely resolution of audit findings.
- Conduct field visits to project sites to verify financial documentation and provide support to field teams.
- Train project staff on financial procedures and compliance requirements.
- Support budget revisions and forecast exercises in coordination with the Project Manager.

Job Requirements:

- Minimum 3 years of experience in financial management within an NGO or development organization.
- Experience managing multi-donor budgets and field-level financial tracking.
- Must travel as required by project activity.



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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 9th 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.

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.*



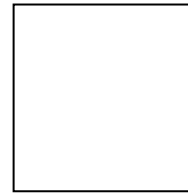
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Application Form



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



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Organization / Company

Contact Phone Number

Contact Email

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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