



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	:	<b>Project Supervisor</b>	<b>(2) Post</b>
Project	:	Integrated WASH, Shelter & Non-Food Item, (NFI), Health, and Protection Support for Conflict and Flood-Affected Communities	
Location	:	Shwe Gyin, Bago Division	
Report to	:	Project Manager	
Direct Manage to	:	Project Officer, Project Assistants, Finance Officer, Community Mobilizer	
Duration	:	1 year (including 3 months' probation period with possible extension)	
Application deadline	:	9 <sup>th</sup> 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

- Support the Project Manager in supervising day-to-day field operations and staff.
- Ensure that project activities are implemented effectively and according to the project plan.
- Supervise the implementation of community-level interventions, including hygiene promotion, shelter cash distribution, and health education.
- Monitor the progress of water point construction and site infrastructure improvements.
- Facilitate community assessments and beneficiary identification processes.
- Ensure that awareness sessions on GBV, EORE, and health are well-coordinated and inclusive.
- Liaise with local stakeholders, including village leaders and CSOs, to support implementation.
- Conduct regular field monitoring visits to ensure quality and identify any gaps or challenges.
- Provide regular updates and feedback to the Project Manager and support adaptive planning.
- Assist with organizing and documenting trainings, meetings, and community activities.
- Support complaint and feedback mechanisms at the community level.
- Ensure staff and volunteers uphold humanitarian principles and safeguarding standards.

### Job Requirements:

- Bachelor's degree in Development Studies, Public Health, Social Work, or related field.
- Strong organizational and team supervision skills.
- Good knowledge of community engagement, WASH, or protection work.
- Ability to monitor field activities and provide timely updates.
- Basic report writing and data collection skills. Good in English (Reading, Writing, Speaking and Listening).
- At least 3–5 years in a supervisory role in humanitarian or development projects. Experience coordinating community-level interventions and distributions.



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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](mailto:ratanametta.recruitment@gmail.com) not later than 9<sup>th</sup> 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.*



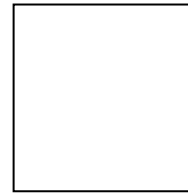
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### Application Form



Applied Post .....

Name .....

Date of Birth .....

N.R.C No. ....

Marital Status .....

Mother Tongue .....

Other Languages .....

.....

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>



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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 .....

.....

.....

Permanent Address .....

.....

.....

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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