



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>Program Officer</b>	<b>(1) Post</b>
Project	:	Integrated WASH, Shelter & Non-Food Item, (NFI), Health, and Protection Support for Conflict and Flood-Affected Communities	
Location	:	Thingungyun, Yangon Division	
Report to	:	Program Manager and 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 implementation and monitoring of program activities in line with project objectives.
- Contribute to the development of work plans, monitoring tools, and reporting templates.
- Draft activity reports, success stories, and documentation of lessons learned.
- Support the organization and facilitation of awareness sessions, trainings, and community discussions.
- Participate in community assessments and data collection activities.
- Ensure that activities follow protection and gender mainstreaming principles.
- Monitor implementation and provide feedback to improve quality and accountability.
- Ensure coordination with field staff to maintain updated beneficiary lists and accurate records.
- Contribute to proposal development, situation analysis, and sectoral planning.
- Conduct regular field visits to monitor project activities and provide support to field teams.
- Liaise with community leaders, government representatives, and partners for effective **implementation**.

### Job Requirements:

- Bachelor's degree in Public Health, Social Sciences, or related field.
- Strong report writing and documentation skills. Knowledge of humanitarian standards and community-based approaches.
- Familiarity with data collection and activity tracking tools.
- Able to liaise effectively with field teams, partners, and local authorities.
- Strong in English (Reading, Writing, Speaking and Listening).
- At least 3–5 years of experience in program implementation and monitoring.
- Prior work in multi-sector projects including WASH, Health, Shelter/NFI, or Protection is preferred.



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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.*



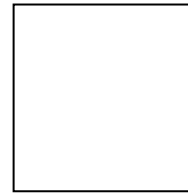
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### Application Form



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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