



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	:	Project Asst (5) Post
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 Supervisor, Project Officer
Direct Manage to	:	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

- Provide administrative and logistical support to the project team.
- Organize and lead in organizing trainings, workshops, and community-based sessions.
- Support and lead the preparation and distribution of materials for field activities.
- Maintain proper documentation of project records, including attendance sheets, meeting minutes, and reports.

Job Requirements:

- At least 1–3 years of experience in project implementation roles in an NGO setting.

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.*



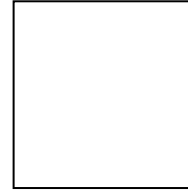
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Application Form



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

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: _____



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