



Ratana Metta Organization

No. (483-B), 1st Floor, Aung Myittar Street, 4th Quarter (South), Tharketa Township, Yangon.
Contact Phone: 09 73024794 Email : khinsanhtay@ratanametta.org

Ratana Metta Organization (RMO) Vacancy Announcement for National Only

What Department you are applying	: Program Department
Which position you are applying	: Program Assistant
Location	: Yangon Head Office, Ratana Metta Organization, (Frequent Travel to Project locations)
Reports To	: Program Manager/Head of Program Department
Type	: Full-Time
What the project period is	: End of December 2025 (with possible extension)
When you start working	: Immediately
When you can apply	: During 10 April 2025 to 24- April 2025
What RMO expects from you	: Zero tolerance with financial fraud, sexual harassment, gender discrimination and child abuse on beneficiaries
Application Deadline	: 24-April-2025 (Interview process could be before the deadline as needed.)

Organization Background

Ratana Metta Organization was founded in September 10, 2004 with the main objective to prevent transmission of HIV/AIDS in Myanmar. Since then, it grew enormously into one of the outstanding local NGOs in Myanmar covering health, child protection, livelihood, women, youth and peace building sectors. In partnership with UN, INGOs, NGOs and CBOs for over 17 years, RMO could hold the excellent task 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. 1098), RMO is systematically organized with its vision, mission, objectives, core values and strategic plans.

Position Overview

The Program Assistant will support the day-to-day activities of the Program Department at Ratana Metta Organization's Head Office. This position requires strong organizational skills, attention to detail, and the ability to work collaboratively with various internal teams and external stakeholders. The Program Assistant will play a key role in the successful implementation and coordination of the organization's programs, assisting in reporting, tracking progress, and ensuring efficient administrative support.

Key Responsibilities

- Assist in the planning, implementation, and monitoring of programs within the Program Department.
- Provide administrative support for program-related activities including scheduling meetings, preparing documents, and coordinating logistics.
- Maintain and update program databases, track progress, and assist in compiling reports for stakeholders, donors, and internal teams.
- Act as a liaison between the Program Department and other departments to ensure smooth operations. Communicate with program beneficiaries, local partners, and other stakeholders as needed.
- Assist in preparing, organizing, and maintaining program-related documents, including contracts, agreements, and reports.
- Assist in organizing events, workshops, and training sessions related to the program's objectives.



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- Assist the Program Manager and M&E Officer in collecting and analyzing data to evaluate the effectiveness of programs and provide recommendations for improvement.
- Support the Program Manager in additional tasks and responsibilities as required to ensure the success of the Program Department's initiatives.

Qualifications and Skills

- Bachelor's degree in Social Sciences, Development Studies, Public Administration, or related field.
- At least 1-2 years of experience in program support, administrative work, or a similar role within the non-profit sector.
- Strong organizational and multitasking abilities.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Excellent written and verbal communication skills.
- Ability to work independently as well as part of a team.
- Knowledge of project management tools and methods is a plus.
- Familiarity with the non-profit sector and development work.
- Good in English (both written and spoken).

Personal Attributes

- Strong attention to detail and accuracy.
- Flexible, proactive, and willing to take on new tasks.
- Demonstrated commitment to the mission and values of Ratana Metta Organization.
- Ability to work in a fast-paced environment and handle competing priorities.

How to apply

Please state applied position in email subject line and send CV and Cover Letter to Human Resource Department through ratanametta.recruitment@gmail.com not later than **5:00 PM, 24 April 2025** (or) RMO Head Office - No.483(B), Aung Metta Street, 4 south ward , Tharkayta Township, Yangon. Phone: 09-73024794.

Please list expected salary and two reference persons in your application.

We thank all applicants for your interest, however only shortlisted candidates will be contacted for an interview.

Child Safeguarding and Other

*RMO is working with children, person with disability (PwD), PLHIV and 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 puts children and/or vulnerable adults at risk of abuse and/or harm. Successful candidate will be expected to adhere to Code of Conduct and sign up to RMO's Child Safeguarding policy and PSEA.*



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CURRICULUM VITAE



Applied Position

Name

Date of Birth

N.R.C No

Other Languages

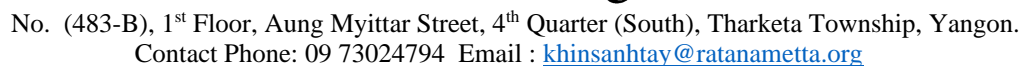
Expected salary (In Kyats)

Parents' Name

Description	Name	Job	Remark
Father			
Mother			

Education

Date (From.....to)	Name and Type of University providing education and training	Title of Qualification Award

[illegible][illegible]



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Present Address

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Contact Phone No.

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Contact E-mail

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Signature

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Referees

1) Name

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Position

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Organization / Company

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Contact Phone No.

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2) Name

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Position

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Organization / Company

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Contact Phone No.

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