



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 for National Only

Title : **Senior Manager**
Location : Thingungyun Township, Yangon
Report to : Senior Management Team
Direct reports : 4 Department Managers (Admin & HR, Program, Finance, Audit)
Duration : 1 year (including 3 months' probation period with possible extension)
Application deadline : 25th March, 2025 (Will be interview before the deadline based on requirement need.)
What RMO expects from you. : Zero tolerance with financial fraud, sexual harassment, Gender Equality and child abuse on beneficiaries.

Organization Background:

RMO - 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 20 years, RMO could hold the excellent track records in implementing multi-sectors-projects. RMO is now operating 9 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.

Job Summary:

The Senior Manager (SM) is responsible for Management operations of key departments, including the Program Department, Finance Department, Administration and Human Resources Department, and Internal Audit Department. The SM is responsible for ensuring the effective collaboration of the four main departments to achieve optimal success in executing their operations in accordance with the established policies and guidelines.

Furthermore, the SM serves as the key liaison between the organization and external stakeholders, including government agencies, funding organizations, partner organizations, and networks. The SM is responsible for implementing strategic plans as directed by the executive leadership and actively contributing to the organization's growth and development.



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Key Duties and Responsibilities

Departmental Coordination and Management

- Supervise to the four departments: Program, Administration & Human Resources, Finance, and Internal Audit and.
- Ensure that departmental operations align with the organization's strategic goals, policies, and guidelines, provide necessary instructions at all the departments of head time management and the capability.
- Establish effective communication and collaboration between department heads and employees by developing essential operational guidelines.
- Monitor departmental processes to achieve targets and address operational challenges by providing guidance, support, and resolutions.

Donor and Partnership Engagement

- Lead and maintain relationships with funding organizations, partner entities, and networks, delegating responsibilities to relevant department heads as necessary.
- Oversee the preparation of project reports and financial statements for funding organizations, ensuring clarity and accuracy. Provide guidance to the respective department heads to enhance reporting quality.
- Collaborate with funding organizations and their representatives to align on project objectives and requirements.
- Implement plans to execute agreements (MOUs) with funding organizations effectively.
- Develop strategies to strengthen relationships with donors, partner organizations, and networks.
- Develop and execute innovative strategies to enhance the organization's long-term growth.
- Collaborate with senior leadership teams, including the Senior Management Committees, to ensure alignment with strategic goals.
- Provide necessary data and insights to support decision-making processes at the all department of Head Office.



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Required Skills and Qualifications

- University degree in social work or relevant discipline and Bachelor's degree in Business Administration, Management, or a related field.
- A minimum of five years of managerial experience in the NGO sector and at least five years of managerial experience in the commercial sector are required.
- Proficiency in English (4 skills: reading, writing, speaking, and listening).
- Strong knowledge of computer software.
- Experience in fundraising and donor engagement.
- Demonstrated leadership ability, NGO sector expertise, and strategic execution capabilities.

Financial Management

- The SM must have a strong understanding of budget proposals and project proposals, as well as collaborate effectively with relevant departments.
- A strong understanding of financial policies and operational procedures.
- Carry out monthly budget reviews of the Operational budget in coordination with the Finance team.
- Manage to control the variance of approved budget and the actual expenses for the Operation.

Operational Efficiency

- Actively participate in monthly program meetings to ensure effective execution of Head Office and project operations.
- Review and assess departmental and project activities, making necessary improvements.
- Develop Key Performance Indicators (KPIs) that align with modern operational standards to measure organizational success.
- Provide strategic recommendations to the Program Department to effectively implement agreements (MOUs) with funding organizations.

Leadership and Staff Development

- Provide leadership, mentoring, and guidance to department managers and staff.



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- Foster a culture of high performance, collaboration, and positive team dynamics within the organization.
- Ensure employees receive the necessary resources and skill development opportunities to achieve their targets.

Compliance and Reporting

- Develop and implement departmental policies and organizational standards to ensure compliance.
- Prepare and present operational reports to the Executive Committee with accuracy and clarity.
- Oversee the preparation of annual organizational reports and financial reports for donors, ensuring adherence to reporting requirements.

Personal Attributes

- Strong analytical and critical-thinking skills with a proactive approach to problem-solving.
- Excellent interpersonal and communication skills.
- Sound judgment and decision-making abilities in management and operations.
- Collaborative mindset with the ability to work effectively within a team-oriented environment.
- Commitment to and understanding of organization's aims core values and principles
- Good personal organizational skills, including time management, and ability work under pressure.
- Willingness to travel to field offices occasionally in order to have effective project implementation.

How to apply:

- Please submit **your application form or your updated CV** with contact details of 3 referees and cover letter, summarizing why you are suitable for this position and how to fulfill child protection project's job qualification and requirements to ratanametta.recruitment@gmail.com not later than **3:00 PM, 25 th March,2025**.
- **Applications after closing date and without the complete CV will not be considered.** And also **only CVs applied via Email will be accepted.**



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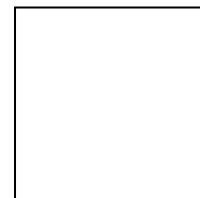
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- Please note that there is **NO TELEPHONE INQUIRY** and **only** shortlisted applicants will be contacted for Written Test and Personal Zoom Interview.



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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

Other Qualification and Training



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Please mention the date you attended the course

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Work Experience

Duration (From to)	Position Held	Name and address of an employee and Dept/Project/Org

Present Address

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Contact Phone No.

Contact E-mail

Signature

Referees

1) Name

Position

Organization / Company

Contact Phone No.

2) Name

Position

Organization / Company

Contact Phone No.