



Inclusive Systems Myanmar Limited by Guarantee is registered as an organization, and it is a Social Enterprise of Helvetas Swiss Intercooperation in which operational in 30 developing countries around the world. Our vision is a just world in which all men and women determine the course of their lives in dignity and security, using environmental resources in a sustainable manner. ISM is active in the following three thematic areas: a. water, food and climate; b. skill, jobs and income and c. voice, inclusion and cohesion. ISM engages in emergency relief, reconstruction, and rehabilitation. Our working approaches prioritize local ownership, multi-stakeholder and equitable partnerships, and downward accountability. We are a gender, culture, race, creed, political and religion neutral un-bias organisation which promotes inclusion, diversity and tolerance, respect and fair treatment for and between employees, partners, contributors and community groups.

Responsible Business Fund Plus (RBF+) is a Matching Grant Fund (2024–2028) under the EU-supported SLING Action, co-funded by the Embassies of Denmark and Switzerland, and implemented by Inclusive Systems Myanmar and Helvetas Myanmar. RBF+ promotes inclusive growth of agrifood MSMEs in local value chains to enhance economic resilience and environmental sustainability, through three key outcomes:

1. Capacity improvement of Companies and Equipment Suppliers, to offer modern Agricultural Inputs, Services and new Technologies
2. Strengthening the capacities of MSMEs providing Agri Inputs to farmers and Agrifood MSMEs processing agricultural output
3. Improved Market Access (Domestic and Export) for Agrifood MSMEs and Farmers through Business Associations and Large Local Retailers / International Importers

Target Groups

- Direct: Agrifood MSMEs that support farmers with productivity, cost-efficiency, or market access.
- Enabling: Tech suppliers, equipment providers, business associations, and large buyers with a commercial stake in sustainable agrifood systems.

Subject to the donor funding of Responsible Business Fund Plus (RBF+), we are currently looking for an enthusiastic, committed, experienced and reliable

Grant Officers – All Outcomes - 2 Positions

based in Yangon with frequent travel to project areas.

MAIN TASKS

- Support Outcome Manager and Senior Grant Officers with administrative tasks related to compliance, generating grant documents, and mailing agreements and payments.
- Coordinate with grantees, partners, and service providers to ensure smooth and timely implementation of activities in line with grant agreements.
- Maintain grant making information in databases and other systems as directed by Senior Grant Officers and Manager.
- Supervise and follow up with grantees to ensure that project deliverables and contractual obligations are met.
- Involve in project implementation, supervision and appropriate documentation in relation to contractual obligations under grant agreement.
- Actively involved in managing grantees and monitoring the implementation progress of RBF+ Grantees.
- Ensure appropriate systems are in place for filing and input to computerized databases are accurate plus experience in preparing grant disbursement schedules and managing errors and delays.
- Provide technical supervision of supported activities within one or more of the three windows of the RBF+.
- Coordinate meeting logistics for both on-site and off-site meetings, including renting space and catering services as needed, travel arrangements, and preparing meeting materials.

- Involve in data collection process of RBF+ Grantees.
- Monitor project activities in coordination with the M&E team, ensuring timely data collection and documentation from grantees.
- Assist in compiling field visit reports, milestone verification notes, and periodic grantee updates for Outcome Managers and Senior Grant Officers.
- Contribute to drafting donor and government reports by providing inputs and data on implementation progress and challenges.
- Participate in assessments, evaluations, and lessons learned exercises to improve project design and delivery.
- Represent the program in meetings, working groups, and networking platforms relevant to assigned sectors and geographies.
- Promote inclusive and participatory approaches by engaging with women, youth, and marginalized groups during project activities.
- Facilitate dialogue and feedback with communities and partners to strengthen accountability and local ownership of the projects.
- Undertake any additional responsibilities as assigned by the Outcome Managers and Senior Grant Officers.
- Any other tasks required at short notice by the Chief Technical Advisor.

YOUR QUALIFICATIONS

- Bachelor's or higher diploma in Business Administration, Development Studies, Economics, Agriculture, or a related field.
- At least 2 years of relevant experience in grant management, agribusiness, or MSME support within development organizations, donor-funded projects, or private/public sectors.
- Exposure to Challenge Fund mechanisms.
- Knowledge of Climate-Smart Agriculture, Green Tech, or Digital AgTech solutions.
- Experience working with donor-funded projects, particularly those involving challenge funds or results-based financing mechanisms.
- Experience in reviewing quotations, identifying fair market pricing, and assessing risks of fraud in procurement.
- Ability to conduct market price assessments for agricultural technologies, equipment, and inputs to ensure fair pricing and prevent fraudulent quotations.
- Demonstrated capacity in value chain analysis and market assessment.
- Proven involvement in agricultural value chain analysis and market linkage development.
- Experience facilitating coordination among producer groups, private companies, and government stakeholders.
- Strong understanding of agribusiness, supply chains, and environmental sustainability principles.
- Excellent analytical, organizational, and stakeholder engagement skills.
- Ability to work independently and collaboratively in a fast-paced environment.
- Advanced English proficiency (speaking, listening, writing, and reading) for report writing, donor communication, and team discussions.
- Fluent in Burmese, with the ability to engage stakeholders, conduct field discussions, and take effective meeting notes.
- Fluency in any ethnic minority language in Myanmar is considered an asset.
- Ability to work independently and collaboratively in a fast-paced environment.

WE OFFER YOU

An open-ended local contract, a fair compensation package, a multicultural setting and a flexible and dynamic working environment, which values innovation, initiative and learning.

We look forward to receiving your complete application including **a motivation letter, work certificates and diplomas** by **11 July 2025 at 5:00 pm**. Please note that **three references** are needed for shortlisted candidates. Interviews will be a combination of verbal and practical/technical exercise in English.

Please send your electronic application to hr.mmr@helvetas.org. **Please clearly state the name of the position you are applying for in the subject line of your email.**

Visit our website <https://www.helvetas.org/en/myanmar>, <https://www.rbmyanmar.com/>