



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 unbiased 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 Assistants - 3 Positions

based in Yangon with frequent travel to project areas.

MAIN TASKS

- Support Outcome Managers and Grant Officers with administrative tasks related to compliance, generating grant documents, and mailing agreements and payments.
- Maintain grant making information in database and other systems as directed by Senior Grant Officers and Manager.
- Prepare, scan, and file grant-related documents, ensuring all contracts and checklists are properly organized in both digital and hard copy systems.
- Assist with booking venues, arranging travel and accommodation, and preparing materials for workshops or field activities.
- Help follow up on grantee queries, document submissions, or missing information.
- Enter grantee and grant-related data accurately into tracking systems or Excel files as directed.
- Maintain up-to-date records of grant disbursements, milestones, and reporting deadlines.
- Assist in preparing simple email responses or internal notes based on guidance from Grant Officers.
- Attend meetings and record minutes, ensuring timely circulation and storage.
- Assist in checking and organizing payment support documents (e.g. invoices, receipts).
- Support team members with miscellaneous tasks as required, including translation and logistical assistance.
- Maintain confidentiality and professionalism in handling sensitive grant data.
- Assist in organizing and compiling project monitoring forms, reports, and photos from the field.

- Help prepare and format site visit notes or checklists for submission to the Grants Team.
- Support the Grants Team in filing and organizing regular donor reports and documentation.
- Work with the Grant Officer to collect basic project data from grantees and enter it into tracking sheets or templates.
- Help document assessment results and assist in formatting and storing learning materials, reports, or presentations.
- Assist with organizing coordination meetings, workshops, or networking events, including invitations, materials, and logistics.
- Help prepare visual materials (e.g. banners, photos, basic fact sheets) to promote project visibility among communities and stakeholders.
- Support the documentation of meeting minutes, participant lists, and feedback forms from project events.
- Ensure that information shared with communities is gender-sensitive and inclusive, under guidance from the Grants or M&E Team.

YOUR QUALIFICATIONS

- Bachelor's degree or higher diploma in Business, Economics, Development Studies, Agriculture, or a related field.
- No prior work experience required. However, a strong willingness to learn and contribute to grant and administrative tasks is essential.
- Basic training in project cycle management or grants administration
- Familiarity with agricultural value chains or rural development
- Training in document handling, filing systems, or basic M&E is an advantage.
- Any internship, volunteer, or short-term experience in administration, documentation, finance, or logistics.
- Exposure to projects in agriculture, MSMEs, or community development is an advantage
- Proficiency in Microsoft Word and Excel (especially for formatting, data entry, and tracking)
- Able to use email, shared folders, and basic internet browsing
- Familiarity with PowerPoint and cloud storage platforms (e.g., OneDrive, SharePoint)
- Proficient in Burmese (written and spoken)
- Basic to intermediate English, especially reading and writing (must be able to follow instructions, fill forms, and assist with simple email communication)
- Knowledge of ethnic minority language(s) from project areas is an advantage
- Ability to take notes or interpret in meetings is a plus
- Willingness to travel occasionally to field locations

WE OFFER YOU

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 include the name of the position you are applying for in the subject line of your email.

Please send your electronic application to hr.mmr@helvetas.org.

Visit our website : <https://inclusivesystems.org/> , <https://www.rbfmyanmar.com/>