

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 Officer - Outcome 3 – 1 Position

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.
- Maintain grant making information in databases and other systems as directed by Senior Grant Officers and Manager.
- 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.
- Supported the preparation and participation of Myanmar agrifood MSMEs in trade shows, facilitating greater market exposure and networking opportunities.
- Organized seminars and workshops featuring key market actors and industry experts from both Myanmar and international markets to share insights and best practices.
- Facilitated seminars and workshops with the participation of representatives from major retailers, distributors, hospitality companies, and other leading domestic buyers of agrifood products in Myanmar.
- Initiated contact with major agrifood retail chains in Myanmar by engaging the relevant Sourcing Managers and Sustainability Managers to explore collaboration opportunities.
- 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.
- Participate in Grants Management team meetings and professional development opportunities to stay up to date on developments in the field and compliance requirements.
- Support Outcome manager and Senior Grant Officers in conducting assessments and studies required for project design, monitoring, evaluation, learning and capitalization purposes.
- Promote gender and socially inclusive, conflict sensitive and participatory approaches in all steps of project cycle.
- Present project activity to the relevant project stakeholders for visibility when it's required.
- Performs other RBF+ duties as assigned by Role Supervisor.
- Any other tasks required at short notice by the Chief Technical Advisor.

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YOUR QUALIFICATIONS

- Bachelor's or higher diploma in Business Administration, Development Studies, Economics, Agriculture, or a related field.
- At least 2 years' relevant working experience (grant management, development organization, public and/or private sector in agrifood sector and MSMEs ecosystem)
- Experience working with donor-funded projects, particularly those involving challenge funds or results-based financing mechanisms.
- Experience working with agrifood MSMEs, trade associations, or export promotion initiatives is highly preferred.
- Strong financial and budget management skills to assess co-investments and grant allocation.
- Excellent communication and stakeholder engagement skills, including working with government agencies, private sector actors, business associations, and international organizations.
- Familiarity with market linkages, sustainable farming practices, and climate-resilient agricultural solutions.
- Strong understanding of agribusiness, supply chains, and environmental sustainability principles.
- Provide technical guidance to grantees in developing competitive export strategies.
- Support agrifood MSMEs in assessing international market trends, buyer requirements, and compliance with export regulations.
- Coordinate with business support organizations, trade associations, and consultants to assist MSMEs in trade fair preparation and business matchmaking.
- Ensure that market development activities are aligned with Outcome 3 objectives and contribute to increased international and domestic market access for MSMEs.
- Advanced English in four skills (must be able to participate in group discussion meetings and taking note/report writing)
- Fluent in Burmese (must have public speaking skills and must be an active listener in group discuss meetings)
- Ability to work independently and collaboratively in a fast-paced environment.

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/>