



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

Rtana Metta Organization (RMO) Vacancy Announcement

Title	: Project Manager (Integrated project_MHF Kalay)
Location	: Kalay Township, Sagaing Division
Report to	: Head of Programme, Program Committee
Direct reports	: Asst: Project Manager, Project Officer, Accountant
Duration	: One Year
Application Deadline	: 18th May, 2025 (Interview process could be before the deadline as needed.)

Organization Background:

Ratana Metta Organization (RMO) was founded on September 10, 2004, with the main objective of preventing the transmission of HIV/AIDS in Myanmar. Since then, it has grown enormously into one of the outstanding local NGOs in Myanmar covering health, child protection, livelihood, women, youth, and peace-building sectors. In partnership with the UN, INGOs, NGOs, and CBOs for over 19 years, RMO holds excellent track records in implementing multi-sector projects. RMO is now operating 6 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.

Project Summary:

The Project, base in Kalay Township, Sagaing Region Myanmar, is designed to address crucial needs in Nutrition, Shelter & Non-Food Items (NFI), Health, Protection, and Water, Sanitation, and Hygiene (WASH). The aim of this project is to enhance the well-being of the community by improving overall living conditions and creating a safer and healthier environment.

Job Summary:

He/she is responsible for overall project management and must be a graduate. The Project Manager has the responsibility to operate the project on a day-to-day basis under the supervision of the program department and executive committee/board at RMO's head office. The Project Manager's prime responsibility is to ensure that the project produces the results (outputs) specified in the project document, to the required standard of quality and within the specified constraints of time and cost. PM has to manage project teams in Kalay Township, Sagaing Region to project areas to achieve the project's expected results and effective project implementation.



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Responsibility and Tasks

Project Implementation and coordination

- Must have experience in Emergency Response and rehabilitation operations.
- Take the leading role in identifying constraints, opportunities, and possible improvement of access to Humanitarian and Emergency Response programs and advise accordingly.
- Processes related to WASH, Health Care, nutrition, Non-Food Items, and Protection for the grassroots in Kale Township. Must have done 5 cluster works of Engagement with the Community's leader and beneficiary.
- Close cooperation with donor MHF and RMO focal persons and other service providers, government counterparts, and coordination mechanisms.
- Responsible for addressing any project-related issue quickly and raising any potential risks or issues with the Program department, Senior Management Team (SMT), RMO's Executive Committee members, and donor MHF.
- Represent the project to relevant duty-bearers maintain regular contact and build good relations with stakeholders and regularly update on the progress of the project implementation and challenges;
- Conduct monthly and quarterly project planning, review, and progress meetings with the project team
- Quarterly and monthly follow-up and monitoring of related team and staff members assigned in respective townships.
- Submit a monthly project progress report and project activities to the Program department and Program EC members.
- Submit quality reports to donors and participate in project review meetings with donor organizations
- Participate in any other related duties in coordination with head office departments.

People Management

- Strongly lead and manage the member's project team (including planning, implementing performance evaluation, motivation, and development)
- Staff capacity building technical support, and other related approaches and general development of project team members by providing necessary technical guidance and support.
- Train project staff in technical areas through formal and informal interactions
- Supervise and make proper guidance to all staff and relevant CSOs are in line with procedures and guidelines to achieve targeted goals
- Manage quality reports (report, progress, quarterly, bi-annual, and annual) that ensure appropriate capturing of the project.



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- Must be able to organize project staff to effectively carry out the project's Work Plan, Activity, and Target, improve the results of the project.

Financial Management

- Management and accountability on utilization of the project budget to be in line with RMO's financial policies, guidelines, and procedures
- Carry out monthly budget reviews of the project budget in coordination with the Finance team
- Manage to control the variance of the approved budget and the actual expenses for the project
- To oversee the project accountants and guidance for the budget utilization, quarterly fund request, and liquidation
- Check the project financial report before submission to the donor
- Lead as a focal point and responsibility to facilitate donor spot checks and feedback
- Oversee and guide procurement, admin, and finance activities of the project according to organization policies
- Supervised all Project staff when expense the Project budgets must ensure proper spending and must prevent financial fraud.

Job Requirements:

- Must be a University degree.
- Minimum of 3 years of experience in Emergency Response and rehabilitation operations. to CSOs.
- Minimum of 3-year project management and experience in strong management of project budget and overseeing project teams in different locations
- Demonstrated experience in project planning, implementation, monitoring, evaluation
- Good experience in donor reporting and presentation skills
- Excellent coordination, facilitation, and negotiation skills;
- Competency in Microsoft Word, Excel, PowerPoint, and digital tools.
- Commitment to and understanding of the organization's aims core values and principles
- Good personal organizational skills, including time management, and the ability to meet deadlines and work under pressure
- Working proficiency in English (both written and verbal)
- Strong computer proficiency and data management
- Good problem-solving skills and ability to work independently
- Willingness to travel to field offices occasionally to have effective project implementation
- Must be able to carry out the duties assigned by the responsible person according to need.



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How to apply:

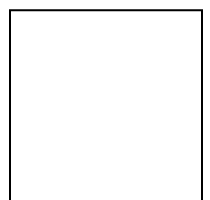
- Please submit your updated CV with contact details of **3 referees** and a cover letter, summarizing why you are suitable for this position and how to fulfill the labor rights project's job qualification and requirements to ratanametta.recruitment@gmail.com not later than **5:00 PM, 18th May, 2025**
- Applications after the closing date will not be accepted
- Please note that there is **no telephone inquiry**; only shortlisted applicants will be contacted for written test and interview.

Child Safeguarding and other:

*RMO is working with children, persons with disability (PwD), and PLHIV and is 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 put children and/or vulnerable adults at risk of abuse and/or harm. Successful candidates will be expected to adhere to the Code of Conduct and sign up for RMO's Child Safeguarding policy and PSEA, financial fraud.*

CURRICULUM VITAE

RMO 2024





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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



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Present Address

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Permanent 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.