



# Network Activities Group (NAG)

No.31(A-1), Mya Hnin Si Street, 27-Quarter, Rose Park(3), North Dagon Township, Yangon, Myanmar.

Tel: +95 9 450694361~5. 01 8010 233(Fax). Email : [info@nagmyanmar.org](mailto:info@nagmyanmar.org),

Website: [www.nagmyanmar.org](http://www.nagmyanmar.org)

## **VACANCY RE-ANNOUNCEMENT** **Reference No-NAG/HR-VA-040(RE)/2018**

Network Activities Group (NAG) is a national registered non-government organization in Myanmar. In fostering our vision "Emergence of a peaceful, prosperous and dignified society that values equity and diversity", NAG focuses on the Governance Approach, intending to necessary changes of various stakeholders and existing practices towards good governance which is essential and core for the sustainable development and win-win solutions for all stakeholders. Accordingly, NAG has engaged stakeholders of all levels and different arenas including local, regional and national government departments, trying to promote interaction, good relations, and eventually coordination and collaboration among them. Given that nature of facilitating and coordinating activities, and creating networks of development efforts with partners, and promoting governance among relevant stakeholders, NAG implements livelihood, natural resources management and rural development programs and projects in Central Dry Zone, Coastal and Delta, Hilly Region and South Eastern Part of Myanmar.

NAG is looking for strong, committed candidates for the following positions:

<b>Post Title</b>	:	<b>Internal Auditor</b>
<b>Duty Station</b>	:	<b>Yangon</b>
<b>Duration</b>	:	<b>One year with Six month probation (potential to extend multiple years)</b>
<b>Contract Type</b>	:	<b>Regular Employment Contract</b>
<b>Deadline</b>	:	<b>20<sup>th</sup> June 2018</b>

Send application together with cover letter, CV, recent photos and references to:

**Recruitment Unit**  
**Network Activities Group**  
**No.31 (A-1), Mya Hninsi Street, 27-Ward, Rose Park (3)**  
**North Dagon Township, Yangon**  
**Phone: 01 8010233, 09 450694361~5**  
**OR**

Submit application to [<nag.hr.recruitment@gmail.com>](mailto:nag.hr.recruitment@gmail.com)

### **I. JOB PURPOSE**

NAG received funding from multiple donors including Bi-lateral, United Nations Development Program, Consortium Funding Agency, International Non-Governmental Organization, Government Budget and Business entity.

NAG maintains records and account, in cash basis of accounting system, to reflect the operations, resources, and all expenditures in respect of the programs, projects and core fund. Such records and accounts of NAG is required to be internally audited in order to improve transparency and accountability as well as improving internal control system.



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## II. Objectives

The main objectives of the assignments are to:

- Assist Organization to review internal control and accounting system
- Assist Finance Team to assess whether the accounting system and procedures adopted are maintained as per Organization Financial Policy and Guidelines
- Assess coordination between Finance and other related teams within the Organization
- Assess the efficiency and effectiveness of the procurement functions, Admin & Human Resources, Communication & Information Technology, Monitoring & Evaluation, Research and Capacity Building
- Assess key risks and provide technical inputs on improving Financial Policy and Guidelines
- Evaluate financial operation, budget and related financial management

## III. Scope of Services

The Internal Auditor shall examine and carry out audit of the books of accounts maintained by the Organization. It is required to go through the various Project contracts, Memorandum of Understanding, Organization Policy, Procedures and Manuals which form the basis of financial operations. In addition to this, the internal auditor shall also look into details processes of Procurement, Human Resources Management & Development, Communication and Information Technology, Monitoring & Evaluation and Research.

## IV. Specific Tasks to be performed by the Auditor

The following are specific tasks and functions of Internal Auditor:

- Review the existing book keeping system, examine transactions and suggest standard internal control & accounting system for the Organization
- Prepare all necessary adjustment entries relating to the fixed assets and depreciation, inventories, sundry debtors, sundry creditors, outstanding expenses, advance and prepaid expenses, security deposits, fund balance, capital reserve, deferred expenditure/income etc. as per accounting practices;
- Review and verify all the necessary documents and vouchers to ascertain that the accounting records have been done as per accounting practices
- Verify that the funds received from Donors have been not only used in accordance with the Grant Agreements but also sought value for money, and only for the purpose for which the financing was provided
- Verify that goods and services financed by Donors have been procured in accordance with the Procurement Policy and Guidelines
- Verify that necessary supporting documents, records and accounts have been kept and they are consistent with the Finance Policy and Manuals of the Organization and Donors as per financing Agreement
- Verify that the accounts have been maintained properly and give true and fair view of financial situation of the Organization and of the resources and expenditure
- Evaluate the internal control system and effectiveness of present accounting system (currently transition from Excel based to QuickBooks software) and suggest capacity needs and system improvements
- Carry out physical verification of projects and sub-projects in close coordination with Program Team
- Conduct financial monitoring of programs and projects against planned and provide inputs to Finance Team
- Support Finance Team to prepare management response for Audit findings and timely implemented agreed suggestions/comments
- Report to the Senior Management Team on the entire financial management of the Organization including discrepancies, irregularities and illegal operation that are of materials effect at least once a Quarter



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## V. Core Competencies

The followings are core competencies of Internal Auditor:

<b>People Skills</b>	Ability to work independently, as well as a team player, initiate enabling environment, open, honest and respect to others
<b>Communication</b>	Ability to communicate clearly and sensitively with internal and external stakeholders both oral and written skills
<b>Integrity</b>	Works with trustworthiness and integrity and has a clear commitment to the organization's core value, policy, principle and practices
<b>Resilience</b>	Ability to operate effectively under extreme circumstances including stress and time limit. Works and lives with a flexible, adaptable and resilient manner
<b>Sensitivity of self &amp; others</b>	Demonstrates awareness and sensitivity to gender and diversity, ability to live and work in diverse cultural contexts in a culturally appropriate manner and capacity to make accurate self-assessment under stressful conditions
<b>Work Style</b>	Well planned and organized even within a fluid working environment and has a capacity for sound decision making
<b>Knowledge and Skills</b>	Knowledge of organization policies, procedures and Code of Conduct and has a wide range of working experiences with National and International NGOs
<b>Language</b>	Good Command of English is a must for internal/external reporting and representation

## VI. Technical Competencies

- Minimum of Five Years Auditing experiences, at least three years auditing experiences with NGOs
- Bachelor or Master Degree in Accounting, Business Administration and Commerce
- Holds Certified Public Accountant (CPA)
- Understanding multilateral and bilateral donors policies and procedures
- Proven numeracy, financial analysis and planning skills
- Ability to use computerized financial system to track accounting (preferably QuickBooks)

### Note:

*Only short-listed candidates will be invited for interview. Telephone inquiries will not be responded.*

*We are not obliged to return all received applications.*

***(Please do not send original documents as they will not be returned.)***