



# 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 ANNOUNCEMENT Reference No-NAG/HR-VA-044/2018

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 will implement “Improving Market Opportunities for Women (IMOW)” project in partnership with MEDA in Hpa-an and Hlaing Bwet townships of Karen State from 2016 to 2020. The project involves capacity building, knowledge sharing, encouraging women small producers, identification of market opportunities and financial services and promoting sustainable agriculture practice.

NAG is looking for committed candidate for the following position:

<b>Post Title</b>	<b>:</b>	<b>Field Facilitator</b>	<b>1 Post</b>
<b>Duty Station</b>	<b>:</b>	<b>Hpa An (Based)</b>	
<b>Deadline for Application</b>	<b>:</b>	<b>As soon as possible</b>	

*Contract Type – One year with 3 months probation (possibility to extend/renew based on performance multiple years)*

**Send application together with cover letter, CV, recent photos and references to [nag.hr.recruitment@gmail.com](mailto:nag.hr.recruitment@gmail.com) or address Recruitment Unit No.31(A-1), Mya Hnin Si Street, 27-Quarter, Rose Park(3), North Dagon Township, Yangon. Ph: 09 450694361~5, 01 8010233**

### Major Duties and Responsibilities

Under the overall authority of Chief Executive Officer of the Network Activities Group, collaboration and guidance from the Program Manager, the direct supervision of Project Manager (Hpa An), the incumbent will perform the following duties.

- Assist in action planning and detail work plan based on the project documents and log frame together with the team members
- Identify trainees and participants for the training, workshop, awareness sessions
- Assist strengthening of the farmers groups and community leaders



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- Identify suitable field demonstration plots and field study sites for cross learning
- Collect primary and secondary data for baseline, study and analysis
- Act as independent and innovative but as a part of the team
- Assist in administration, finance, procurement and logistics
- Assist in coordination with stakeholders including government department, partners, donors and private sectors
- Prepare field level report and submit to Project manager

The staff member is also expected to perform any other tasks as assigned by CEO, Program Manager, SMT members and Project Manager.

## Relevant Skills and Experiences

**Education:** Bachelor in Agricultural Science or Related extensive experiences

**Language:** Basic oral and correspondence in local language is an asset but not compulsory

## Experience and Competences:

- Experience in community facilitation/community organizing using participatory methods
- A sincere desire to help Women, Vulnerable groups, and other Marginalize families
- At least 2 years community mobilization/facilitation work with NGO at the community level or equivalent experience is helpful
- Strong familiarity with participatory development approaches
- Ability to ride motor bike, preferable
- Understanding of village level problems
- Knowledge about Gender Equity and Development, Agriculture, Social Mobilization
- Understanding Team Building Skills
- Understanding Facilitation Skills
- Understanding Basic Community Organizing
- Ability to work under pressure
- Respect Accountability, Transparency and Openness

### 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.)*