



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,

Website: www.nagmyanmar.org

VACANCY ANNOUNCEMENT Reference No-NAG/HR-VA-045/2018

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 committed candidate for the following position:

Post Title	:	Program Assistant	1 Post
Duty Station	:	Yangon (Based) (frequently travel to field office)	
Deadline for Application	:	27th June, 2018 (Wednesday)	

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 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 direct supervision of the Program Manager, the incumbent will perform the following duties.

- Prepare reports on monthly, quarterly, mid-term and annual (Hilly and South-east Programs) and regular communicates with field team related to update project regular activities, findings and progress.
- Timely visit to field office to collect and write up stories from the field to illustrate the project impact, lesson learn and challenges.
- Support in project implementation, monitoring, trainings and program management
- Participate in NAG bi-weekly/quarterly meetings and sharing update program information /activities giving suggestion and getting support from program quality and key role in management, coordination with program quality team, Admin & HR Department, Logistic Department, Communication Department and Finance Department.
- Coordinate with other INGOs, NGOs, private-sectors, civil society, and other networks, attending network meetings.



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- Regular assist to Program Manager to ensure that each program performance, achieving their goals and targeting their communities.
- Important role in organizing meetings, workshops preparation and developing agendas in the events, in the preparation of presentations, note taking and reporting in every event and coordinates with participants from multi-level government, INGOs and NGOs staffs.
- Capacity building to Internship students.
- Perform any other duties as may be needed per assigned

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

Qualification Requirements

- Bachelor's degree and minimum 2 years experiences in program management position or Master's degree in gender, economics, agriculture, International Affairs, business administration, social sciences, development studies or a field relevant to international development assistance
- Well organized, able to manage high workloads efficiently
- Good analytical skills; resourcefulness, initiative, maturity of judgment, tact, negotiating skills
- Ability to effectively and clearly communication both oral and correspondence in English and Myanmar
- Ability work in a team, and establish effective working relations with persons of different national and culture backgrounds
- Ability to cope with situations which may threaten health of safety; flexibility in accepting work assignments outside normal desk description.
- Ability to deal patiently
- Strong experiences in Budget Planning and Monitoring
- Good interpersonal Skills
- Consistent in record keeping and documentation
- Understanding of Field implementation Activities at Community Level and ability to spend time with community whenever needed
- Ability to work under pressure and meeting deadlines
- Ability to manage Microsoft Office (Word, Excel & Power Point)
- Ability to work independently and working as a part of team
- Possesses Humanitarian Ethical Standards
- Possesses Humanitarian Accountability Standards

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.)