



# 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-047/2018

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 implementing “Community led local governance through women empowerment” project in Mongyai Township, Lashio District, Northern Shan State from 2017 to 2022. The project will focus on 15 villages in year 1 and will be extended 15 villages each in year 2 and 3. In order to meet with the project goal, NAG aims to achieve improved alternative livelihood opportunities and changed attitude on gender equity and resource rights of targeted community in Mongyai Township. We will achieve this objective by taking direct responsibility for changes secured in improved access to public services; sustainable increased farm productivity and incomes, improved natural resources management and better understanding on women rights & resource rights.

NAG is looking for committed candidate for the following position:

**Post Title** : **Admin, HR, Finance and Logistic Officer (1) Post**  
**Duty Station** : **Mong Yai Based**  
**Deadline for Application** : **3<sup>rd</sup> August, 2018 (Friday)**

*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 [hr.recruitment@nagmyanmar.org](mailto:hr.recruitment@nagmyanmar.org) 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 (Mong Yai), the incumbent will perform the following duties.



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- Manage Income and Expenditure Account
- Prepare Financial requisition for the Project
- Conduct cash counts to ensure that cash balance and cash book balance agreed
- Maintenance of financial records for petty expenses that are incurred daily in the office
- Maintain clear record of program funds utilization in line with NAG policies to ensure clear accountability for donor funds
- Ensure proper maintenance of personnel and administrative files, and contract renewals.
- Prepare staff payroll, attendance and update leave record.
- Perform general administrative procedures such as travel arrangement, hotel reservations, management of letters delivery etc.
- Manage timely payment of administrative bills like electricity bills, office expenses, phone bills, etc
- Assist and support project activities including arrangement of workshops, meetings and trainings
- Responsible for procurement process for quotation and purchasing for local purchase in accordance with NAG's standard operation procedures
- Maintain the records in line with procurement process
- Perform other relevant duties as assigned

## Relevant Skills and Experiences

- Minimum University Graduate (BA/BBA/BSc) and other relevant degree
- At least 2 years experiences preferably in NGO in the office management systems (general office admin, Logistics, IT, procurement etc.)
- Understanding Project Financial Management
- Ability to communicate in English and Myanmar, both written and oral
- Ability to organize time and tasks based on urgency and importance
- Understanding of accountability and transparency issues
- Good understanding and skills on public relation and visitors/guests management
- Consistent in record keeping and documentation
- Understanding of field implementation Activities at Community Level and ability to spend time with the community whenever needed

### **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.)***