



Network Activities Group (NAG)

No.31(A-1), Mya Hnin Si Street, 27-Quarter, Rose Park(3), North Dagon Township, Yangon, Myanmar.
Tel:09-450694361~5. Fax :01 8010 233. Email : info@nagmyanmar.org, Website:www.nagmyanmar.org

VACANCY ANNOUNCEMENT Reference No: NAG/HR-VA-052/2018

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 areas 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:

Post Title	:	Office Driver	(1) Post
Duty Station	:	Yangon Based	
Deadline for application	:	As soon as possible	

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, or address – “Recruitment Unit, Network Activities Group (NAG) No.31(A-1), Mya Hnin Si Street, 27-Ward, Rose Park (3), North Dagon Township, Yangon. Phone: 01 8010233, 09 450694361~5.”

Major Duties and Responsibilities

Under the overall authority of Chief Executive Officer of the Network Activities Group, collaboration and guidance from the Admin & HR Manager, the direct supervision of the Logistics Officer (Yangon, NAG), the incumbent will perform the following duties.

- Drives the assigned motor vehicle and provides transportation service to expatriate/visitors/staff
- Accurately register all trips, including daily mileage and fuel, on the vehicle log sheet



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- Perform daily maintenance of the assigned vehicle, checking oil, water, battery, brakes, tyres, petrol etc.
- Ensure all NAG office vehicles are well maintained and organize prompt and appropriate repairs when required and personally check vehicle after servicing for effectiveness to ensure good running conditions
- Ensure that NAG vehicles are secure at all times
- Responsible to report any accidents or security incidents involving the vehicles including thefts or damage to the vehicle
- Daily cleaning of the vehicle both interior and exterior
- Follow all driving rules, regulations and procedures as per NAG Vehicle Policy.
- Deliver official mail, packages and other items as requested
- Support NAG with purchase of office supplies, stationery, and miscellaneous items as required by the team, and handle electricity bill and small payments
- Provide logistics support for NAG Trainings and Workshops in coordination with the Program team and Admin Officer/Logistics officer
- Any other duties as required by the Supervisor, including assisting project or administration activities as required

Safety and Security

- Promote a safe and secure work environment; foster a safety and security culture; and ensure
- consistent application of, and compliance with NAG safety and security policies and procedures

Education, Relevant Skills and Experiences

- Secondary Education with basic knowledge of auto mechanics
- Minimum 3 years of experience as a driver, knowledge and especially driving on very difficult road/path condition
- Must have a valid driving license, driving skills and good communication skills
- Safe driving record; very good knowledge of driving/local traffic rules and regulations and skill in minor vehicle repair
- Ability to remain focused when pressure with a commitment to work hard and for long hours
- Ability to negotiate with different persons having different agendas
- Ability to assess security hazards; and strong problem-solving skills
- Ability to communicate in English and Myanmar effectively



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Competences:

- Possesses Humanitarian Ethical Standards
- Possesses Humanitarian Accountability Standards
- Demonstrate openness to change and ability to manage multi-tasks
- Ability to work independently and working as a part of the team
- Ability to work under pressure

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)

