



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

Announcement for National Community Driven Development Project Reference: NAG/HR-VA-014/2019

Organizational Profile

Network Activities Group (NAG) is a National Registered NGO in Myanmar proactive in dealing **Governance issues that shape the Life & Livelihood of Rural Community**. NAG is operating programs and projects in Delta & Costal Region, Central Dry Zone, Hilly Region and South East Part of Myanmar. NAG works closely with Local, State/Regional and National level Government & Departments and plays advocate role in influencing issues around Livelihood, Food Security and Natural Resources Management.

National Community Driven Development Project (NCDDP)

NAG is currently providing Township Level Technical Assistant to Eight Projects (BanMauk, Myaung, Kani and Kyunhla Townships of Sagaing Region, Pyawbwe and Yamethin of Mandalay Region and Kunchankone and Kyauktan of Yangon Region funded by the World Bank and executed by Department of Rural Development from Oct 2016 to Oct 2020. For said projects, NAG looking for committed candidate for the following position.

Sr.	Post title	Number of Post	Duty station
1.	Finance Officer	1	Yamethin Township

Duration : 1 year Contract with 3 months probation period
(possible extension subject to satisfactory performance)

Deadline : 24th April, 2019.

Send application together with cover letter, CV, recent photos and references to nag.hr.recruitment@gmail.com, 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."

Note:

Only short-listed candidates will be invited for interview. Telephone inquires 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.)



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Terms of Reference

GENERAL QUALIFICATIONS

The following qualifications are required for all Consultant staff. Priority will be given to specialists with experience in community driven development in Myanmar. For the township level staff, the ability to communicate effectively in Myanmar language is required given the importance of working closely with union and local authorities. Knowledge of prevailing ethnic/local language/s is desirable for township level personnel and technical facilitators, and is essential for community facilitators.

- Ability to work effectively and sensitively in teams and with government counterparts
- Strong inter-personal skills and ability to resolve conflict;
- Prior experience of working in rural Myanmar
- Experience working on community-driven development models;
- Proven track record in capacity building;
- Ability to communicate effectively with project stakeholders;
- Proven planning and organizational skills;
- Functional ability to speak English;
- Willingness and ability to travel frequently to project villages; and
- Proven ability to work under pressure and deliver in a timely manner.

Major Duties and Responsibilities

- Support township DRD staff in project accounting, day-to-day financial management,, maintenance of financial records, budget category assignment, and preparation of project financial statements
- Support township DRD staff in the review of monthly financial reports submitted by village tract project support committees
- Support township DRD staff in the preparation of monthly financial reports for submission to the Union project secretariat
- Provide on-the-job financial management training to DRD staff;
- Together with DRD finance officers, provide training in accounting for community facilitators, village tract project support committees village committees and village volunteers
- Support the finance sub-committees of the village tract project support committees in undertaking their duties
- Support township DRD staff in reviewing annual submissions of supporting documentation from village tract project support committees and filing in accordance with project guidelines



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- Support township DRD staff in the day to day administration, filing, record keeping and archiving of all documents related to project's administration and all finance documents
- Support the township DRD staff in managing the operational costs of the project on a day to day basis
- Support township DRD staff in establishing inventories and inventory controls
- Support the township DRD staff during financial audits and Bank implementation support missions.

Relevant Skills and Experiences

- University Degree in B.Com, B.Act: or other discipline with LCCI-III certificate and higher
- At least two years experiences in handling Financial Management tasks relating to project implementation, managing documentation, ability to prepare financial report and advance request in professional and timely manner
- Effective communication skills in both oral and correspondence in English and Myanmar
- Strong experiences in Financial Management
- 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 use Microsoft Office (Word, Excel & Power Point)
- Ability to work independently and working as part of the team

Competencies:

- Possesses Humanitarian Ethical Standards
- Possesses Humanitarian Accountability Standards
- Ability to work under pressure
- Demonstrate openness to change and ability to manage multi-tasks
- Ability to manage Microsoft Office (Word, Excel & Power Point)
- Ability to work independently and working as part of the team