Network Activities Group (NAG)

No.31 (A-1), Mya Hnin Si Street, 27-Ward, Rose Park (1), North Dagon Township, Yangon, Myanmar, Tel: 09-450694361~5, Fax: 01 8010233. Website: www.nagmyanmar.org

VACANCY ANNOUNCEMENT
Reference No: NAG/HR-VA-047/2019

1. Background

Network Activities Group (NAG) is a national registered non-government organization under the Home Affairs of Myanmar and established in 2008 of post Nargis Cyclone period. 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 implementing Piloting Local Economic Development (LED) Project in Kungyangon Township, Yangon Region. The project is funded by World Bank, and it will build on National Community Driven Development Project (NCDDP) being implemented by the Department of Rural Development (DRD) under the Ministry of Agriculture, Livestock and Irrigation (MoALI) of Myanmar Government. The overall objective of the pilot project is aiming to achieve local economic development in the rural area of Myanmar. The expected outcome is to develop a relevant methodology for Local Economic Development Model to integrate with existing NCDDP. There are three interrelated outputs; (1) improved productivity and market linkages; (2) strengthen capacity of community groups and associations; and (3) effective collaborations with key departments and private sector players.

NAG project team conducted the capacity needs assessment (CNA) for community groups and associations in order to strengthen them. As a result of capacity needs assessment, Organizational Management and Leadership Training is one of the highest priorities to provide for the groups and associations members. Therefore, NAG is looking for the committed Trainer for the training.

2. Job Profile

Job Title	:Trainer for Organizational Management and Leadership Training
Place of Assignment	: Kungyangon Township, Yangon Region
Report to	: Program Manager
Closing Date	: 15 October 2019 (Tuesday)

3. Training Objective

The objective of the training is to equip members of community groups and association organized by LED project intervention with leadership and management skills to drive community development works.

The specific objectives of the Leadership and Management Training are as followings:

- Skilling up the leadership capacities of targeted participants;
- Skilling up the management capacities of targeted participants; and
- Skilling up problem solving skills of targeted participants.

4. Training Methodology

- Lecture
- Group discussion and presentation
- Experience sharing
- Role plays
- Question and answers
- Energizers
- Visual aids

5. Targeted Participants

About (40) numbers of targeted participants are the members of community groups and association organized by LED project intervention in Kungyangon Township.

6. Expected Outputs

It is expected to cover the following contents during the training period.

- Leadership and management
- Effective communication
- Team building

- Organizational progress
- Time management
- Emotional management and self-motivation
- Community engagement
- Work place conflict management
- Problem solving and mediation

7. Scope of Work

- Develop training manual that should include presentation, bilateral discussion and dialogue for all participants by consultant
- Conduct pre-test and post-test exams for trainees with document and it need to include in completion report
- The pre-test and post-test exams should include written test for all trainees
- The consultant should do skill test for trainees
- Arrange training assessment with participation of trainees
- At the end of training, the trainer should prepare and submit quality report to respective person and it should be included recommendation for next level trainings
- In practice exercise should include in line with the project and program activities

8. Key Responsibilities

- Develop Organizational Management and Leadership training curriculum (Power point, handouts, etc...) and share to project team both hard and soft copy.
- The trainer should make sure for the pre-test to the trainees to understand their level of knowledge before starting the training.
- Lead and facilitate the whole training to get the achievement.
- Use appropriate tools such as visual aid, demonstration, practicing, group works, and presentation in the training period.
- Coordinate with the project team for the necessary requirements to provide the training.
- Conduct the training post-test to measure knowledge level of the trainees.
- Prepare and share training completion certificate award to participants who would have successfully completed training.
- Prepare a training report and submit to respective person after training

9. Training Schedule

This training will be conducted from third or last week of October 2019, and the training period should cover on total 24 hours (8 hours x 3 days) teach time.

10. Required Qualification

- Minimum 5 years of professional experience to leadership & management training and related experience.
- Previous working experience in organizations working at management level would be an asset
- Proficiency in Microsoft package (Especially Word and Power Point Presentation)
- High team building skill and talent on good working environment.

11. Submit Application Letter

Send your application together with cover letter, CV and training proposal (maximum 5 pages) references to tuntun.nag.logistic@gmail.com or address – "Logistics Department, 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 and 09-254373379