



Network Activities Group (NAG)

No.31(A-1), Mya Hnin Si Street, 27-Ward, Rose Park (3), North Dagon Township, Yangon, Myanmar.
Tel: 09-450694361~5, Fax: 01 8010233, Email: info@nagmyanmar.org, Web: www.nagmyanmar.org

VACANCY ANNOUNCEMENT

(Re-advertisement)

Reference No: NAG/HR-VA-060/2019

Program Officer (Delta & Coastal)

Project Title	Delta & Coastal Programme Department – Network Activities Group
Country	Myanmar
Position	Program Officer (Delta & Coastal) (1 Post)
Duration	12 months (possibility to extend, depending on project needs and staff's performance annually)
Location	Yangon Region
Applications closing date	31 October 2019
How to apply	Submit application together with 1) cover letter explaining why you would be a good fit for this role, 2) CV detailing relevant experience and qualifications, 3) recent photos and contact details for two relevant 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 application. (Please do not send original documents as they will not be returned)

1. Program Background

Delta & Coastal program is focus on livelihood related policies and governance issues specifically on Fisheries and Coastal Resources Governance.

2. The Role

Program Officer will provide programmatic support to program team, project teams and Civil Society Networks by using mentoring approaches to help them and also to support the project team in project design, project management mentoring, coaching, monitoring, and coordinating. He/She is responsible to manage projects in Delta and Coastal program geographic coverage of Ayeyarwaddy Region, Tanintharyi Region, Rakhine State and Mon State.



Network Activities Group (NAG)

No.31(A-1), Mya Hnin Si Street, 27-Ward, Rose Park (3), North Dagon Township, Yangon, Myanmar.
Tel: 09-450694361~5, Fax: 01 8010233, Email: info@nagmyanmar.org , Web: www.nagmyanmar.org

3. Responsibilities

- Understand the context political, social, economic, governance and key issues in the project area
- Provide the strategic direction and the overall coordination to the program and project teams of Delta and Coastal Program
- Regular Review on projects' log-frames, indicators, milestones and coordinate with consortium partners and donor organizations if needed to revise and modify
- Timely and realistic Program Planning together with the project teams
- Oversight project implementation and provide requires support to the project teams and lead in staff performance review process
- Identify assistant require for the projects such as external consultants (local or international) for the project and its activities
- Promote learning, sharing and innovation with the project team and feed into the organizational system of NAG
- Manage financial and human resources according to NAG rules and regulations
- Work closely with Program Quality and Program Support Team (M&E, Research, GIS, Communication, Finance, Logistics, Admin and HR) to provide effective support to the project team.
- Produce quality Program Report and tracking the results change including Monitoring the advancement of the activities according to the project work plan and logical framework
- Coordinate effectively with Donor, Peers and boundary partners
- Represents the organization in National, Regional and Local level important meetings/workshops/forums
- Work independently with minimal coaching and supervision but act as an effective team member
- Ability to travel frequently to the project sites and flexibility to manage work schedule
- Be a key advocate to the decision makers at various level and ability to promote clear advocacy messages
- Any other extra activities to take up as per prior agreement with the organization whenever needed

4. Requirements

Education : Any Master Degree Holder (preferable to Public Policy, Public Administration or Development Studies)

Experience : At least 5 years' experience in Project Implementation, organization and managing community.

Language : Fluent in English and Myanmar

Competences:

- Understanding Humanitarian Standards
- Good Personality
- Understanding Team Building Skills
- Understanding Facilitation Skill
- Understanding Basic Community Organizing
- Playing as supporting role



Network Activities Group (NAG)

No.31(A-1), Mya Hnin Si Street, 27-Ward, Rose Park (3), North Dagon Township, Yangon, Myanmar.
Tel: 09-450694361~5, Fax: 01 8010233, Email: info@nagmyanmar.org , Web: www.nagmyanmar.org

- Reliable Financial Management
- Good Training Delivery Skills
- Ability to work under pressure
- Respect Accountability, Transparency and Openness

5. Management/collaboration

Under the overall authority of Chief Executive Officer of the Network Activities Group, collaboration and guidance from the direct supervision of the Senior Program Officer of Delta and Coastal Program, Program Officer will report directly to the Senior Program officer and he/she will provide close supervision to the Program Assistants of the Delta & Coastal team.

6. Contract terms

The contract will be for a period of 12months (with 3 months probation), with the possibility of extension based on project requirements and performance annually.

Background on the implementing organizations

Network Activities Group (NAG) works towards achieving a peaceful, prosperous and sustainably developed society that values equity and diversity. NAG facilitates social and economic development through collaborative, community-driven projects focused on empowering communities, strengthening civil society and promoting good governance. NAG works effectively across organizations, sectors and borders. Its strength is its ability to create inclusive networks and partnerships that ensure the self-determined needs of poor and vulnerable communities are met.