



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

Reference No: NAG/HR-VA-067/2019

Finance Officer

Project Title	National Community Driven Development Project (NCDDP)
Country	Myanmar
Position	Finance Officer (1) Post
Duration	12 months with 3 months probation period (possibility to extend, depending on project needs and staff's performance annually)
Location	Kyunhla, Sagaing Region
Applications closing date	28th November-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)



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1. Project Background

The Department of Rural Development under the Ministry of Agriculture, Livestock and Irrigation of the Government of the Republic of the Union of Myanmar is implementing a World Bank co-funded project in Myanmar called “National Community Driven Development Project (NCDDP)” since September 2013. Financing for the NCDDP is provided by the Government of Myanmar, the World Bank and the Government of Italy with around \$500 million in financing committed to the program, which is scheduled to run until November 2021. The NCDDP seeks to enable poor rural communities to benefit from improved access to and use of basic infrastructure and services through a people-centered approach, and to enhance the Government’s capacity to respond promptly and effectively to an eligible crisis or emergency. These objectives are achieved through: (i) provision of block grants for community identified rural infrastructure investments for four years; (ii) strengthening the capacity of communities in partnership with local authorities to effectively identify, plan and implement their development priorities; and (iii) facilitating the participation of the poor and vulnerable, both women and men throughout the project cycle at the community level.

2. The Role

The Finance Officer will have overall responsibility for the delivery of outputs mentioned in terms of reference, including cooperation and coordination with key experts and counterparts, project accounting, day-to-day financial management, financial record, budget, monthly financial report, audit, training in accounting, administrations, filing, record keeping of project administration and all financial documents and inventory controls, etc.

He/she will ensure effective coordination with and among the Union DRD, Township DRD, and government counterparts , and work closely with the Program and Finance team of NAG to ensure smooth field operations according to the plan.

3. General Qualifications:

- 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.



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No.	PERSONNEL	SPECIFIC QUALIFICATIONS	MAIN TASKS
1.	Finance Officer	<ul style="list-style-type: none">• University Degree in B.Com, B.Act: or other qualifications 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• Strong experiences in Financial Management• Consistent in record keeping and documentation• Understanding of Field implementation Activities at Community Level and ability to spend time with community whenever needed	<ul style="list-style-type: none">• 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• 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.



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4. Management/collaboration

Under the overall authority of Chief Executive Officer of the Network Activities Group, collaboration and guidance from Program Manager, under the direct supervision of Team Leader, The Finance Officer will report directly to the Team Leader. He/She will work closely with Program and Finance team in NAG head office and the key experts of the project team.

5. Contract terms

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

6. 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.

