



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-065/2019

Assistant Officer (GoM-ThaNatPin Township)

Project Title	Gulf of Mottama Project (GoMP) Delta & Coastal Programme Department – Network Activities Group
Country	Myanmar
Position	Assistant Officer (GoM - ThaNatPin) -1 post
Duration	12 months (possibility to extend, depending on project needs and staff's performance annually)
Location	ThaNatPin Township, Bago Region
Applications closing date	18 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)

1. Program Background

In Phase 2, the GoMP supports the implementation of the Gulf of Mottama (GoM) Coastal Natural Resources Management Plan (CNRMP). To this end, the GoMP builds the capacities of the local communities to manage and govern their own local natural resources, in particular fish stocks. To reduce the pressure on the natural resources the project promotes various livelihood alternatives. The ownership of the GoM CNRMP lays with two multi-stakeholders platforms, consisting of members from the Government, communities, civil society, private sector and academia. The project supports these institutions to effectively manage and govern the natural resources to improve the livelihoods of the people who depend on them, the fishermen, farmers, landless and other disadvantaged groups. At the same time, it will conserve the unique environment.

The implementation of the GoM Coastal Resources Management Plan is supported and results in improved livelihood security for vulnerable women and men in targeted coastal areas of the GoM



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Outcome 1: Livelihoods are secured and diversified to build resilience in communities.

Outcome 2: Coastal natural resources use is sustainable and well-managed, and biodiversity is conserved.

Outcome 3: Coastal natural resources governance is coordinated and effective, and awareness on the GoM values is raised.

2. The Role

Assistant Officer will be responsible for all office administration, Human Resources, Data Collecting and financial management tasks of ThaNatPin Township of Bagon Region under the management of Township Culster Coordinator. He/She will take care of field office running cost and activities cost for the outreach team as well.

3. Responsibilities

- Initiate and/or contribute to daily office operations and implementation of Network Activities Group (NAG) administrative and Project's financial procedures in coordination with management
- Initiate and/or contribute to the development and implementation of related manuals, tools, templates in consultation with team members and management
- Promote and mainstream user friendly, online/offline access to manuals, relevant files, internal/external policies and procedures in line with access to information, transparency, and confidentiality policies across PCIU and field offices
- Contribute to sound maintenance of monthly petty cash transactions and banking; and related financial statement and reports
- Initiate and/or contribute to the organization and facilitation of coaching sessions and orientation workshops for the mainstreaming of manuals, policies and procedures across PCIU and sub field offices
- Develop sound user friendly filing system of the office
- Coordinate and collaborate with in time data collecting of project implementation results
- Ensure project documentation and secure the information of implementation results
- Contribute to the sound understanding and implementation of HR policies and procedures across PCIU and field project offices including orientation, refresher trainings, and resolution of related issues
- Initiate and/or contribute to team building and professional development initiatives and events
- Assist in the timely provision of required authorizations and permits for national and international employees, interns/volunteers, consultants and visitors in coordination with project management and as agreed with AFO-PCIU

4. Requirements

- University Graduate and other relevant degree
- At least 2 years experiences preferably in NGO in the office management systems (general office admin, Logistics, IT, procurement etc.)
- Understanding Project Financial and Accounting Management
- Ability to communicate in English and Myanmar, both written and oral
- Ability to organize time management and tasks based on urgency and importance
- Understanding of accountability and transparency issues



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- Good understanding and skills on public relation and visitors/guests management
- Consistent in record keeping and documentation
- Understanding of field implementation Activities at Community Level and ability to spend time with the community whenever needed

Preference

Certificate of LCCI level II, III would be an advantage

5. Management/collaboration

Under the overall authority of Chief Executive Officer of the Network Activities Group, collaboration and guidance from the Senior Program Officer, the direct supervision of the Township Cluster Coordinator (Bago Region, NAG), the Assistant Officer will report directly to the Township Cluster Coordinator and he/she will have to closely work with the NAG Yangon Adm/HR unit and Finance unit for the daily respective tasks.

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) is a national registered non-profit 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.