



# Network Activities Group (NAG)

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## VACANCY ANNOUNCEMENT Reference No: NAG/HR-VA-068/2019

### 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, Financial Management and Bookkeeping Training is the second highest priority to provide for the groups and association members. Therefore, NAG is looking for the committed Trainer for the training.

## 2. Job Profile

Job Title	: Training Consultant for Financial Management and Bookkeeping Training
Place of Assignment	: Kunchankone Township, Yangon Region
Report to	: Program Manager
Closing Date	: 20 <sup>th</sup> November, 2019

## 3. Training Objective

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

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

- Skilling up the financial management capacities of targeted participants;
- Skilling up the bookkeeping capacities of targeted participants; and
- Skilling up auditing skills of targeted participants.

## 4. Training Methodology

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

## 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.

- Fundamental concept of financial management entry, balance, bookkeeping skills, lease the
- Why financial management is important
- Financial risk management
- Financial controls
- Revolving fund management
- Saving practices
- Treasuring and income/expenditure control
- Bookkeeping fundamentals
- Bookkeeping skills in meeting minutes, cash in/out receipts, cash book, general ledger, personal record, tri-balance, and individual record
- Financial reporting
- Subproject contracting
- Auditing financial procedures

## **7. Scope of Work**

- Skill up the participants' financial management and bookkeeping skills during the defined training period in measurable manners
- Prepare practice exercises prior to training in line with project activities, and organize practice sessions during training period to improve participants' understanding and skills applicable in village/village tract activities
- Use appropriate tools such as visual aid, demonstration, practicing, group works, and presentation in the training period

## **8. Key Responsibilities**

- Discuss and coordinate with project team and program focal persons for financial formats and for financial flow system in village tract so that the participants can apply back in practical work after training
- Develop Financial Management and Bookkeeping training manual (Power point, handouts, etc...) and share to project team both hard and soft copy.
- The trainer shall make sure for the pre-test to the trainees to understand their level of knowledge before starting the training and post-test to measure knowledge level of the trainees.
- Lead and facilitate the whole training to get the achievement.
- At the end of training, the trainer has to prepare and submit quality report to respective person and it should be included recommendation for next level trainings

## **9. Training Schedule**

This training will be conducted in last week of November 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 in financial management training and related experience
- Previous working experience in financial management would be an asset
- Proficiency in Microsoft package (Especially Word and Power Point Presentation)
- High team building skill and talent in creating good working environment

## **11. Submit Application Letter**

Send your application together with cover letter, CV and training proposal including cost estimate (maximum 5 pages) references to [info.naglogistics@gmail.com](mailto:info.naglogistics@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