



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-074/2019

Office Driver: S.A.F.E.C.R.O.P.S Project

Project Title	Sesame, Peanut, Bean, Resilient Community Economies and Sustainable Production Organization in Dry Zone Myanmar
Country	Myanmar
Position	Office Driver – 1 post
Duration	12 months (possibility to extend, depending on project needs and staff's performance annually)
Location	Magway, Minbu, Myothit, Yenanchaung, Chauk
Applications closing date	10 December 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

The project leverages the lessons learned by Cesvi and the NAG counterpart in more than 10 years of promoting rural development in the target areas, adopting a supply chain approach that helps the most vulnerable peasant population transit from subsistence agriculture to one market-oriented. For the credit component, there will be a specialized consultancy from the Microfinance and Development partner. One of the strengths of the project is the focus on the Regional Association for Peasant Development (RFDA), created by the local counterpart and recently registered as an association (2015). This year, for the first time in Dry Zone, an association managed to jointly sell certified quality Sesame seeds for export. The project therefore favors the development of the Association's managerial and organizational capacity, accompanying it towards an economic and institutional sustainability that are now lacking.



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The RFDA will consolidate the relationship with its members and will expand into new areas where Cesvi projects are present and in other strategic areas, bringing expected new members (1500), diversifying and increasing production certified, the services provided to members and joint access to the market. In developing relations between small farmers and the private sector, new methods of contract farming and new production services will be explored, promoting the creation of new financial products that increase the resilience of communities (eg credit insurance following harvest loss), associativism and credit sustainability itself without distorting the market. The project aims to increase local communities' participation, in the dissemination and storage of quality seeds, and authorities, in the promotion of those practices (GAP) and crops that are identified as priorities by national and regional agricultural policies.

The gender-oriented approach, not only in the implementation of cultivation practices but also in decision-making within the promoted organizational structures, as well as the involvement of small or marginal producers (80% of the peasant population involved), favour more integration and incisive social economic development. Action on governance and planning of concerted policies and services, in line with the ongoing administrative decentralization, contribute to an integrated and inclusive rural development in the project area.

2. The Role

The Office Driver will perform as a key resource to NAG's transportation process. He/she will have overall responsibility for daily transport tasks for the assigned office/project, etc.

3. Responsibilities

- Drives the assigned motor vehicle and provides transportation service to expatriate/visitors/staff and others involved in NAG projects as instructed by Supervisor
- Accurately register all trips, including daily mileage and fuel on the vehicle log sheet
- Perform daily maintenance of the assigned vehicle, checking oil, water, battery, brakes, tyres, petrol etc.
- Ensure office vehicle is well maintained and organize prompt and appropriate repairs when required and personally check vehicle after servicing for effectiveness to ensure good running conditions
- Ensure that office vehicle is secure at all times
- Responsible to report any accidents or security incidents involving the vehicle including thefts or damage to the vehicle
- Daily cleaning of the vehicle both interior and exterior
- Follow all driving rules, regulations and procedures as per NAG Vehicle Policy
- Deliver official mail, packages and other items as requested
- Provide logistics support for NAG Trainings and Workshops in coordination with the Program and Project team
- Any other duties as required by the Supervisor, including assisting project or administration activities as required

Safety and Security

- Promote a safe and secure work environment; foster a safety and security culture; and ensure
- consistent application of, and compliance with NAG safety and security policies and procedures



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4. Requirements

Education:

- Completion of secondary school education with basic knowledge of auto mechanics

Skills and Experiences:

- Minimum 3 years of experience as a driver, knowledge and especially driving on very difficult road/path condition.
- Must have a valid driving license, driving skills and good communication skills
- Safe driving record; very good knowledge of driving/local traffic rules and regulations and skill in minor vehicle repair
- Ability to remain focused when pressure with a commitment to work hard and for long hours
- Ability to negotiate with different persons having different agendas
- Ability to assess security hazards; and strong problem-solving skills

Language :

- Ability to communicate in English and Myanmar effectively

Competences:

- Possesses Humanitarian Ethical Standards
- Possesses Humanitarian Accountability Standards
- Demonstrate openness to change and ability to manage multi-tasks
- Ability to work independently and working as a part of the team
- Ability to work under pressure

5. Management/collaboration

Under the overall authority of Chief Executive Officer of the Network Activities Group, collaboration and guidance from the Program Manager, Program Officer under the direct supervision of Sector Manager. Office Driver will directly report to Sector Manager for regular updates of the daily tasks.

6. Contract terms

The contract will be for a period of 12months (with 3 month 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.