**VACANCY ANNOUNCEMENT**

**Reference No:** NAG/HR-0014/2021

**Gender and Communication Assistant: CLLGWE Project**

<table>
<thead>
<tr>
<th>Project Title</th>
<th>Community Led Local Governance through Women Empowerment</th>
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<tr>
<td>Country</td>
<td>Myanmar</td>
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<tr>
<td>Position</td>
<td>Gender and Communication Assistant–1 post</td>
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<tr>
<td>Duration</td>
<td>The contract will be for a period of 6 months (with 3-month probation period), with the possibility of extension based on project requirements and performance annually.</td>
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<tr>
<td>Location</td>
<td>Mongyai Township, Northern Shan State.</td>
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<tr>
<td>Applications closing date</td>
<td>21 June 2021/ (As soon as possible)</td>
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</table>
| 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 recruitment@nagmyanmar.org  
or address – “Recruitment Unit, Network Activities Group (NAG) No.51, Shu Khin Thar Street, Rose Garden 27-Ward, North Dagon Township, Yangon. Phone: 09 450694361~5.” |
| Note          | Only short-listed candidates will be invited for interview.  
Telephone inquiries 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. Project Background

NAG is implementing “Community Led Local Governance through Women Empowerment” project at 45 villages in Mongyai Township, Lashio District, Northern Shan State from 2017 to 2022. In order to meet with the project goal, NAG aims to achieve improved alternative livelihood opportunities and changed attitude on gender equity and resource rights of targeted community in Mongyai Township. We will achieve this objective by taking direct responsibility for changes secured in improved access to public services; sustainable increased farm productivity and incomes, improved natural resources management and better understanding on women rights & resource rights.
2. **The Role**

   Gender and Communication Assistant is full-time on-the-ground player for the project implementation. Supervised by the Project Manager, he/she has to be responsible for gender inclusion in all actions, participation, appreciate diversity and encourage ethnic women, men, and children to voice out their issues, promote gender awareness to various stakeholders, and also responsible for communication activities such as assisting IEC materials publication process, news, and good quality photos on gender related events.

3. **Responsibilities**

   - Uphold the mission, vision and values of Network Activities Group (NAG) in Myanmar.
   - Adhere the rules and regulations, procedures, and policies of Network Activities Group in Myanmar.
   - Provide technical requirement-related to gender training and gender concept that need for the project implementation.
   - Provide the project with community mobilization, facilitation, organizing and strengthening project beneficiaries.
   - Coordinate with Gender focal persons from donor organization and share the information & experiences regarding gender and gender-related issues.
   - Provide NAG head quarter program team and communication team with translating gender-related issues and information.
   - Provide to organize every gender-related event and campaign.
   - Prepare field level report and submit to Project Manager.
   - Provide monthly, quarterly and annually technical and progress report.
   - Take any other relevant duties as may be assigned by supervisor.

4. **Requirements**

   The ideal candidate will have the following qualifications:

   - Bachelor degree and relevant experiences.
   - Previous experience as facilitating and gender awareness similar community development projects
   - At least 2 years’ experience in gender, communication, community development and resource governance.
   - Experience in community mobilizing/organizing using participatory methods.
   - Strong familiarity with participatory development approaches
   - Ability to work effectively in a multi-cultural environment
   - Understanding of team building skills, basic community organizing and facilitation skills
   - Ability to ride motorbike
   - Ability to speak Shan Language (Desirable)
   - Respect for accountability, transparency and openness.
   - Ability to work under pressure.
5. Management

Under the overall authority of Chief Executive Officer of the Network Activities Group, collaboration and guidance from the Programme Manager, under the direct supervision of Project Manager, Gender and Communication Assistant have to report directly to the Project Manager.

6. Contract Terms

The contract will be for a period of 6 months (with 3-month probation period), with the possibility of extension based on project requirements and performance annually.

7. Background implementation of the organization

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.