



Network Activities Group (NAG)

No.51, Shukhinthar Street, Rose Garden , Ward- 27, North Dagon Township, Yangon, Myanmar.
Tel: 09-450694361~5, Email: info@nagmyanmar.org, Web: www.nagmyanmar.org

VACANCY ANNOUNCEMENT

Reference No: VA-NAG-HR-0020-2021

Admin & Finance Officer: NAG Kayah

Project	Emergency support to Kayah IDPs Project
Country	Myanmar
Position	Admin & Finance Officer- 1 post
Duration	The contract will be for a period of 5 months (with 3-month probation period), with the possibility of extension based on performance
Location	Loikaw, Demoso and Bawlakhe, Kayah state
Applications closing date	10th August 2021
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, Shukhinthar Street, Rose Garden, Ward-27, North Dagon Township, Yangon, Myanmar. Phone: (+95) 9 45069 4361~65
Note	Only short-listed candidates will be invited for interview. Telephone inquiries will not be responded. We are not obliged to return all received applications. (Please do not send original documents as they will not be returned)

1. Background of Network Activities Group

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.

2. Emergency support to Kayah IDPs Project

Funded by UNOCHA-MHF, the project "Emergency Support to Kayah IDPs" replies to the current crisis that began on 1st February 2021. In 15 displaced areas of Demoso, Loikaw and Bawlakhe townships in Kayah state. As a result of the conflict, hundreds of people in Demoso, Loikaw and Bawlakhe have sought refuge in Thailand and have still been residing in displaced areas including religious buildings. The project will be primarily implemented



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by Network Activities Group (NAG) and its long-term partner the Kayah Farmer Development Company Limited (KFDC). The interventions address directly the key priorities of targeted affected people covering the three sectors/clusters 1) Food Security, 2) Water Sanitation and Hygiene 3) Shelter and Non-Food Items (NFI). It targets totally 6,106 persons benefitting Food and WASH, of which 2,700 persons will be provided with Shelter Non-Food Items. The interventions integrate with both hardware and software. Hardware component will include provision of food, shelters, non-food items and WASH materials. Software component will include awareness raising, education, training and organizing and strengthening of community groups/committees.

3. The Role

Admin & Finance Officer will have to conduct project financial plan, requisition, prepare report and perform general administrative procedures.

4. Responsibilities

The applicant will perform the following duties.

- Manage Income and Expenditure account
- Conduct cash count to ensure that cash balance and cash book balance agreed
- Participate in social safeguarding training and lead and conduct local community training to the affected persons and volunteers
- Maintenance of financial records for petty expenses that are incurred daily in the office
- Maintain clear record of program funds utilization in line with NAG policies and donor guidelines to ensure clear accountability for donor funds
- Ensure that financial flow is strictly in line with NAG policies.
- Ensure proper maintenance of personal and administrative files, and contract renewals.
- Prepare staff payroll, attendance and update leave record.
- Manage timely payment of administrative bills like electricity bills, office expenses, phone bills, etc.
- Assist and support activities including arrangement of workshops, meetings and trainings
- In coordination with the Team Leader, Coordinator (KFDC), Program Support team, ensure timely disbursement of fund to project
- Support and monitoring sub-partner KFDC
- Frequent travel to other project townships for monitoring and supporting.
- Perform other relevant duties as assigned by supervisor.



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5. Requirements

The ideal candidate will have the following qualifications:

- University Degree in Financial Management, or ACCA level 3 or relevant accounting and finance background
- At least 5 years of Finance related working experience in NGOs
- Fluency in Burmese and other ethnic language is an asset
- Familiar with UNOCHA financial reporting format
- Strong interpersonal skills and organizational skills, including time management, ability to meet deadlines and under pressure and strong analytical and reporting skills, and be good at problem solving.
- Commitment to and understanding of Network Activities Group's aims, values and principles.

6. Management/Collaboration

Under the overall authority of Chief Executive Officer of the Network Activities Group, under the direct supervision of project team leader and will report directly to the NAG finance manager.

7. Contract Terms

The contract will be for a period of 5 months (with 3-month probation period), with the possibility of extension based on performance.