



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: NAG/HR-0024/2021

Admin & Finance Assistant: RRL Project

Project Title	Regional Resilient Livelihood Project (RRLP)
Country	Myanmar
Position	Admin & Finance Assistant - 1 post
Duration	3 months probation period (possibility to extend, depending on project needs and staff's performance annually)
Location	Mongywa, Wetlet and Myaung Township, Sagaing Region
Applications closing date	8-September-2021/ As soon as possible
How to apply	Submit application together with “Admin & Finance Assistant-Regional Resilient Livelihood Project (RRLP)” in the subject line: 1) A cover letter explaining why you would be a good fit for this role, 2) A CV detailing relevant experiences and qualifications, 3) recent photo and contact details for two relevant references to recruitment@nagmyanmar.org
Note	Only short-listed candidates will be invited for interview. Please, do not send original documents as they will not be returned.

1. Project Background

Since 2011, the Network Activities Group (NAG) has been supporting farmers in Dry Zone in various ways: strengthening farmer associations, building their capacity on improved product quality, linking with agriculture input suppliers and private banks, facilitating third parties certifications, and collective marketing of their product to the regional collector and again linking with exporter.

DCA/NCA is the main donor providing the financing for the projects implemented in Dry zone with the aim of poor and vulnerable right holders, especially small farmers, conflict affected and community groups have increased resilience, protection, improved livelihoods, risk mitigation measures and effective humanitarian response in DCA-NCA.



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Regional Resilient Livelihood Project (RRLP) is the replicated design, based on the good experiences from IMRFSG project which could figure out a successful innovative value chain model for small and marginalized farmers with many innovative ways, Good Agricultural Practice (GAP), collective manners, private sector engagement, advocacy to duties bearers and facilitating the private sector bank for financial access and agricultural inputs in Magway region. The project objectives is 1) to build institutional strengthening & corridors for CBOs, 2) to access the food security through market oriented Agriculture with Seed multiplication, 3) to create the sustainable Market through Multi-Actors collaboration and 4) to advocate the rights and services of Agriculture related Regional & National practices/ policies through engagement with duty bearers

The project will focus implement in two townships (Wat Lat and Myaung) with the coverage of 40 villages. Therefore, NAG seeking suitable person for the Admin & Finance Assistant for the project operation in Sagaing Region.

2. The Role

The Admin & Finance Assistant will be working under the supervision of the Project Manager. He/she will be responsible for all financial management and office administrative staffs for field project office. Admin Finance Assistant will take care of field office running cost and activities cost for the outreach team as well.

3. Responsibilities

- Manage Income and Expenditure Account
- Prepare financial plan, requisition, report for the Project
- Conduct cash counts to ensure that cash balance and cash book balance agreed
- 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 to ensure clear accountability for donor funds
- Ensure proper maintenance of personnel and administrative files, and contract renewals.
- Prepare staff payroll, attendance and update leave record.
- Perform general administrative procedures such as travel arrangement, hotel reservations, management of letters delivery etc.
- Manage timely payment of administrative bills like electricity bills, office expenses, phone bills, etc
- Assist and support project activities including arrangement of workshops, meetings and trainings
- Perform other relevant duties as assigned.



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4. Requirements

The ideal candidate will have the following qualifications:

- Bachelor level qualification in a relevant field, preferably with LCCI level accomplishment
- At least 2 years' professional experience in the field of financial management and office administration
- Understanding the financial policies, procedures, and procurement process
- Knowledge on Admin and human resources management
- Ability to organize time and tasks based on urgency and importance
- Competency in Microsoft Office package (Word, Excel, Power Point)
- Understanding of field implementation Activities at Community Level and ability to spend time with the community whenever needed

5. Management/collaboration

Under the overall authority of Chief Executive Officer of the Network Activities Group, collaboration and guidance from the Programme Manager, the direct supervisions of Project Manager.He/She will have to follow the NAG Financial policy and closely work with the Finance department from NAG Yangon.

6. Contract terms

The contract will be for a period of 3 months, with the possibility of extension based on project requirements and performance annually.