



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-0025/2021

Senior Admin Finance Officer Position for Strengthening Social Safety Net through Agriculture Cash+ transfer in the dry zone

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| Project Title | Strengthening Social Safety Net through Agriculture cash+ transfer in the dry zone |
| Location | Minhla Township, Magway Region, Myanmar |
| Position | Senior Admin Finance Officer –1 post |
| Duration | The contract will be for the period of 2 Months (2021-November to December) and the possibility of extension based on project requirements and performance annually. |
| Location | Min Hla Township and Magway Township, Magway Region |
| Applications closing date | As soon as possible |
| How to apply | Submit application together with “Senior Admin Finance Officer position for Strengthening Social Safety Net through Agriculture cash+ transfer in the dry zone” in the subject line: 1) A cover letter explaining why you would be a good fit for this role, 2) A CV detailing relevant experience and qualifications, 3) recent photos 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. |



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Strengthening Social Safety Net through Agriculture cash+ transfer in the dry zone

Funded by LIFT and project implementation by Network Activities Group (NAG), Land Core Group (LCG), Centre for Development and Environment (CDE)

Implementation Period: 1 July to 31 December 2021

Executive Summary

As part of the REAL DEV closing plan, the recovery response package is developed to support poor and vulnerable farmers in the Minhla township of the Magway region for six months starting from July 1, 2021. The COVID19 pandemics and political crisis on 1st February brings a social safety hole and crisis, which needs an immediate response for poor and smallholder farmers. Within the larger framework of resilience building as outlined in REAL DEV agreed project document, the response package will support poor and marginalized farmers to get back in their normalcy.

Objectives

The recovery package aims to strengthen socio-economic safety nets of poor, vulnerable and smallholder farmers at the time of political and economic crisis in Myanmar. Agriculture cash transfer programme is intended to have coupled effects. While it serves an immediate need of poor and marginalized communities, it provides base for productive and sustainable livelihoods diversification. The agriculture cash transfer will be reinforced by the strengthening of the farmers' association capacity.

Specifically, the recovery package objectivizes,

- To provide agriculture cash transfer support to marginalized, poor and vulnerable farmers, farmer groups and the landless communities. This will have coupled effects. While it serves as an immediate need of poor and marginalized communities, it will also provide base for long term productive capacity and livelihoods diversifications.
- To strengthen the capacity of farmers' association for their business plans and collective engagements. Strengthening capacity of farmers' association is key to sustain socio-economic safety nets of poor and marginalized communities while providing them access to market for increased agriculture pricing.

Target Groups and Geographical Focus

The recovery package will be implemented in 12 villages of Minhla townships where REAL DEV project has been implemented. Besides, direct support to vulnerable, landless and smallholder farmers, the project will also support township and regional level farmers' association to strengthen their capacity and implementation of business plan. The post distribution monitoring and the impact of the programme of this cash grant will be organized through RFDA as part of the capacity building processes.



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Project Goal: Contribute towards resilience building and sustainable livelihoods of poor and vulnerable communities in Myanmar (LIFT goal)

Project outcome and outputs

OUTCOME: Strengthen Socio-economical safety nets of poor and marginalized farmers and landless households

OUTPUT 1: Provide agriculture cash+ transfer for increased agriculture based income

- Activity 1.1: Support Cash for work to landless and Cash Grant for vulnerable families
- Activity 1.2: Provide agriculture cash transfer to vulnerable and smallholders
- Activity 1.3: Provide technical training and on-farm support
- Activity 1.4: Village level revolving funds for landless

OUTPUT 2: Strengthen capacity of farmers' association for their business plans and collective engagements

- Activity 2.1: Strengthen capacity of township farmers' association (Minhla)
- Activity 2.2: Strengthen capacity of regional farmers' development association (RFDA)
- Activity 2.3: Support association for implementation of their business plan and collective engagements

Conflict sensitivity, Do No Harm and Stakeholders' engagement

The recovery schemes will follow the principles of transparency, conflict sensitivity, Do no harm and stakeholders' engagement in the process.



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Role and Responsibility of Senior Admin Finance Officer

1. The Role

The Senior Admin Finance Officer will be responsible for leading the overall financial management and Office Administration procedures. He/she will have to ensure the project budget usage in line with the project proposal and regular update and report the financial issues with the project manager. And he/she will ensure all the staffs to follow the NAG's financial policy. For the implementation office in Min Hla, the Senior Admin Finance Officer will take care of all administrative stuffs and procurement process.

2. Responsibilities

- Managing Income and Expenditure Account
- Preparing Financial requisition for the Project
- Preparing the project financial report in accordance with the project agreement (Monthly, Quarterly, Annually)
- Conduct cash counts to ensure that cash balance and cash book balance agree
- Maintain clear record of project funds utilization to ensure clear accountability for donor funds
- Maintenance of financial records for petty expenses that are incurred daily in the office
- Prepare Staff Payroll, attendance and update leave record
- Filling and Documentation of all Financial Records
- Ensure that finance usage is strictly in line with NAG policies
- Manage timely payment of administrative bills like electricity bills, office expenses and phone bills, etc.
- Responsible to procurement process for quotation and purchasing for the local purchase in accordance with the NAG's policies
- Ensuring timely honoring of NAG obligations vis-a-vis supplies and vendors
- Supervise support staff under the guidance of the CEO to ensure smooth running of activities
- Perform any other relevant duties as assigned

3. Requirements

- Bachelor or Masters level qualification in relevant field
- At least 5 years experiences in similar position, preferably in NGO in the office management system
- Strong experiences in Office Administration and Financial Management
- Ability to communicate in English and Myanmar, both in written and oral
- Ability to organize time and tasks based on urgency and importance
- Competency in Microsoft suite including Word, Excel and Power point
- Knowledge the Financial software, like quick book
- Understanding of accountability and transparency issues
- Understanding on Logistics System and Procedures
- Understanding on Human Resource Management
- Strong Coordination and Networking Experiences
- Consistent in record keeping and documentation
- Understanding of field implementation Activities at Community Level and ability to spend time with the community whenever needed
- Ability to work effectively in a multi-cultural environment



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4. Management/Collaboration

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, the Senior Admin Finance Officer will report directly to Project Manager. He/She will have to follow the NAG Financial policy and closely work with the Finance department from NAG Yangon.

5. Contract Terms

The contract will be for the period of 2 months (2021 November to December) and 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.

Land Core Group (LCG) is a not-for-profit organization promoting fair and equitable land governance in Myanmar. LCG works with civil society to reform policy, law and procedures that impact people's rights to their land - particularly women and men smallholders and indigenous communities – and promote implementation of equitable aspects of the law.

The Centre for Development and Environment (CDE) is an interdisciplinary research centre of the University of Bern, in Switzerland. CDE's overarching goal is to produce and share knowledge for sustainable development. CDE conducts research to develop innovative concepts and solutions for the sustainable use of land and water resources, and offers a range of services for planners and decision-makers that are closely linked to research.