



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-0028/2021

Team Leader: SASDW Project

Project Title	Sustainable Access to Safe Drinking Water (SASDW) Project
Country	Myanmar
Position	Team Leader –1 post
Duration	The contract will be for a period of 6-months (with 6-months' probation period), with the possibility of extension based on project requirements and performance annually.
Location	Magway Township, Magway Region
Applications closing date	17-December, 2021/ (as soon as possible)
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. Tel: 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 Summary

The 1001fontaines project has been acting as a non-profit social enterprise since 2007, supporting local community to provide access to safe drinking water. We operate more than 200 sites (called water kiosks), delivering cheap and safe drinking water to over half a million beneficiaries, employing more than 600 local operators (Entrepreneurs), in Cambodia, Vietnam and Madagascar. 1001f has the ambition to reach on million beneficiaries by 2020, thanks to our partner Network Activities Group in Myanmar. NAG is a local organization, created in 2008, to respond to the disaster caused by Nargis cyclone. Its mission is to facilitates social and economic development through collaborative, community-driven projects focused on empowering communities, strengthening civil society and promoting good governance.

In Myanmar, the project aims to set-up 5 micro-decentralized water treatment stations, in rural communities in the Magway region. It is two years' project, starting by January 2019.



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2. The Role

The Team Leader will participate to the adaption of the 1001 Fontaine's model to Myanmar context. He/ She will accompany the Project Manager to the implementation of the water kiosk from the selection to the daily following.

He/ She will also be responsible of Field Facilitators, who will support the Entrepreneurs and the Communities in the operation of the water kiosks.

In order to carry out these responsibilities, the Team Leader will have to travel frequently to the different areas where the project is operating.

3. Responsibility

Mission 1: COORDINATE THE LAUNCHING OF 5 WATER KIOSKS
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50%

Staff Management

- To prepare monthly work plan and tracking report for the team
- To participate to the Annual Performance Appraisal of the team
- To organize weekly meeting to communicate and share update to the project team
- To adjust and take suitable decision/action when problems occur
- To participate to the recruitment of the project team

Station Performances

- To ensure good practices and processes are implemented properly by the project team and entrepreneurs
- To ensure the stations are economically sustainable

Sales and Marketing

- To participate to the site opening methodology's implementation
- To coordinate field activities as awareness meetings, door to door activities, to promote the project with the KOLs, NAG team and entrepreneurs

Local Authorities

- To participate to the meeting and to be representative of the project to the local authorities
- To coordinate with NAG team, the local authorities
- To facilitate reporting, when needed

Committee Management

- To create, train and animate water committees as the methodology set-up, in the 5 locations
- To train Water Committee at the project methodology
- To develop and ensure smooth communication between local authorities, community, school and entrepreneur (problem solving and report)



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Mission 2: ADAPT A PROVEN MODEL OF WATER KIOSK TO MYANMAR **30%**

Committee mobilization

- To develop methodology to strongly mobilize local KOL, as water committee
- To develop associated tools to communicate and mobilize local KOL

Branding, Sales and Marketing

- To adapt and pilot an appropriate sales methodology according to the local context
- To assist for adaption or/and creation of a strong adapted brand to promote the purified water (Focus Group, Beneficiaries' interview, on-field testing, etc), with local communication agency
- To assist for adaption or/and creation of a panel of sales and communication tools (banners, flyers, stickers, etc)

Entrepreneur Training

- To assist to the adaptation or/and creation of the training contents for the entrepreneur
- To facilitate trainings of entrepreneurs and water committees

Team Training

- To participate to the adaptation or/and creation of the training contents and tools for the project team
- To facilitate training of the project team
- To participate to the recruitment of a strong project team

Mission 3: FOLLOW AND MONITOR THE PILOTS **15%**

- To ensure proper and accuracy data collection of the stations
- To analyze monthly data according to the analytic tools provided
- To advice and find solution according to the station's performances
- To ensure NAG financial policy, procedure and process are applied
- To follow up stock & prepare supplies according to the station needs

Mission 4: REPORTING AND OTHER **5%**

- To report directly to project manager and work closely to all support departments
- To prepare and animate weekly project meeting
- To prepare and submit
- Monthly activities plan
- Weekly project meeting's minute report
- Monthly team work plan and tracking report
- To participate to coordination or workshop of NAG
- Perform other relevant tasks as assigned



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4. Requirements

RELEVANT SKILLS AND EXPERIENCE

Knowledge

- Master degree in Agriculture/ Economic or Business
- Minimum 3 years' experience in Community Development and Training Facilitation with local population
- Good in English both writing and speaking
- Experience working on community-driven projects, implement project with varied stakeholders
- Knowledge in social marketing or sales is an added-value, but not necessary

Skills

- Team leader or appeal to develop management skills
- Good facilitation and liaison skill, especially with rural people
- Creative organized, takes initiative and highly self-motivated
- Ability to provide clear information to his supervisor
- Experience of working in remote locations
- Software, office (Excel, Word, Powerpoint)

Attitude

- Be proactive and flexible person
- Be pedagogic transfer knowledge to entrepreneur
- Be respectful and transparent in dealing with others

5. Management/Collaboration

Under the overall authority of Chief Executive Officer of the Network Activities Group, collaboration and guidance from the Program Officer and the direct supervision of Project Manager (Building the case for sustainable access to safe drinking water project), the incumbent will perform the following duties.

6. Contract Terms

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



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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.

