



# 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-0031/2021

### Admin/HR, Finance and Logistics Officer for Community Led Local Governance through Women Empowerment (CLLWE) Project

<b>Project Title</b>	<b>Community Led Local Governance through Women Empowerment (CLLWE) Project</b>
<b>Country</b>	Myanmar
<b>Position</b>	<b>Admin/HR, Finance and Logistics Officer –1 post</b>
<b>Duration</b>	The contract will be for a period of 12-months (with 3-months' probation period), with the possibility of extension based on project requirements and performance annually.
<b>Location</b>	Mongyai Township, Lashio District, Northern Shan State
<b>Applications closing date</b>	<b>26-December, 2021/ (as soon as possible)</b>
<b>How to apply</b>	Submit application together with <b>1) cover letter explaining why you would be a good fit for this role,</b> <b>2) CV detailing relevant experience and qualifications,</b> <b>3) recent photos and contact details for two relevant references to <a href="mailto:recruitment@nagmyanmar.org">recruitment@nagmyanmar.org</a></b>  or address – “Recruitment Unit, Network Activities Group (NAG), No.51 Shukhinthar Street, Rose Garden, Ward-27, North Dagon Township, Yangon. Phone: 09 450694361~5.”
<b>Note</b>	Only short-listed candidates will be invited for interview.  Telephone inquiries will not be responded.  We are not obliged to return all received application.  <b>(Please do not send original documents as they will not be returned)</b>

## 1. Project Summary

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.



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## 2. The Role

The Admin/ HR, Finance and Logistics officer will be responsible for all financial management and office administrative and Human Resource stuffs including logistics for SASDW project. He/ She will take care of field office running cost and activities cost for the outreach team.

## 3. Responsibility

<b>Mission 1: ACCOUNTING &amp; FINANCE</b>	<b>30%</b>
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- Ensure that finance usage is strictly in line with NAG policies
- Manage income and expenditure account (bookkeeping)
- Prepare financial requisition for the project
- Conduct weekly/ monthly cash counts to ensure the reconciliation between cash-on-hand balance and cash book balance
- Report to Program Finance Officer

<b>Mission 2: ADMINSTRATIVE &amp; OPERATIONAL HR</b>	<b>30%</b>
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- Ensure cash disbursement/ received according to the requests and budget
- Follow up time sheet, leave record, leave application
- Monitor monthly payroll update, calculation, payment and distribution
- Coordinate monthly tax calculation, payment and submission in accordance to deadline
- Ensure the assets of the project are used properly
- Ensure the proper functioning the project office as Equip all necessary tools for office

<b>Mission 3: PROCUREMENT &amp; LOGISTICS</b>	<b>30%</b>
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- Coordinate & communicate for all procurement processes with NAG HQ
- Ensure all procurement processes are aligned with NAG policies
- Control the stock of all projects, in order to avoid insufficient stock
- Ensure good relationship & communication with suppliers and vendors
- Ensure the reception and the transfer of goods and services with NAG HQ

<b>Mission 4: OTHER</b>	<b>10%</b>
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- Supervise support staff under the guidance of the CEO to ensure smooth running of activities
- Participate to weekly team meeting and other project team activities
- Understand the field implementation activities and able to participate with communities' activities



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## 4. Requirements

### QUALIFICATIONS & SELECTION CRITERIA

#### Knowledge

- Minimum 2 years' experience as Finance/ Admin/ HR or procurement officer
- Excellent in Myanmar and English (under foreigner supervision)
- Microsoft office

#### Skills

- Good facilitation and liaison skills
- Finance software: QuickBooks
- Attention to detail and high accuracy, rigor, problem solving skills
- Ability to communicate clearly with the team and management

#### Attitude

- Confidentiality
- Punctual and strict on deadline
- Open minded and willing to learn
- Be proactive and flexible person

## 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 supervisions of Project Manager, the Admin/HR, Finance and Logistics Officer will report directly to Project Manager. He/ She will have to follow the policies and procedures of organization and will closely work with the Finance, Admin/ HR and Logistics departments from NAG Yangon.

## 6. Contract Terms

The contract will be for a period of 12 months (with 3-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.

