



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-2022/0007

Community Facilitator: SASDW Project

Project Title	Sustainable Access to Safe Drinking Water (SASDW) Project
Country	Myanmar
Position	Community Facilitator –1 post
Duration	The contract will be for a period of 3-months (including probation period), with the possibility of extension based on project requirements and performance annually.
Location	Magway Township, Magway Region
Applications closing date	10th, April, 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 Community Facilitator will participate to the adaption of the 1001 Fontaine's model to Myanmar context. He/ She will accompany the Team Leader to the implementation of the water kiosk from the selection to the daily following.

He/ She will also be responsible of Water Station Committee & Station Management, who will support the Entrepreneurs and the Communities in the operation of the water kiosks.

In order to carry out these responsibilities, the Community Facilitator will have to travel and closely work with the water station committee members and local community where the project is operating.

3. Duty & Responsibility

Mission 1:	SITE MANAGEMENT	50	%
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- To ensure the Good Practices are applied in all the sites

Entrepreneur

- To participate and animate monthly on-site coaching to strengthen entrepreneur capacity, according to Academy guidelines
- To participate to annual training of the entrepreneur

Finance

- To support entrepreneur in their business management as filling monthly reporting forms
- To clear all advances, expenses and all invoices, from the site operation with finance

Sales, Marketing & distribution

- To advice entrepreneur on market opportunities (coaching on site)
- To ensure marketing guidelines are implemented properly by the entrepreneur (visible element on site, product, level of distribution services and price)
- To report any changing on the market (competitor, market opportunities...)

Community Management

- To conduct monthly Water Station Committee meeting according to the methodology
- To develop and ensure smooth communication between local authorities, community, school and entrepreneur (problem solving, report)

Technical & Water Quality

- To process to monthly sanitary inspection
- To explain water quality results to entrepreneurs and Water Station Committees
- To ensure the standard of water treatment, hygiene and sanitation are respected
- To inform any technical issue to the Team Leader



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Mission2:	SITE LAUNCHING	30	%
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- To implement site opening methodology
- To train Water Station Committee at the project methodology
- To develop and ensure smooth communication between local authorities, community, school and entrepreneur (problem solving, report)
- To participate to the recruitment of the entrepreneurs
- To participate to the station opening

Mission 3:	DATA COLLECTION	5	%
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- To collect the site report from site and make sure the data is accuracy
- To entry the data into the software
- To prepare monthly flash report, at the beginning of each month

Mission 4:	LOGISTIC AND STOCK CONTROL	5	%
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- To control the stock, of each site (number of bottle, consumable etc.)
- To provide materials for site production (filters, reagent, plastic seal film, jugs...) & marketing materials (logos, leaflet, banners...)
- To control the stock, of each site (number of bottle, consumable etc.)

Mission 5:	REPORTING	5	%
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- To participate to monthly face to face meeting with Project Coordinator to discuss about the work plan and action
- To participate to monthly meeting and other meeting (training, team building) as needed
- To prepare monthly tracking report and productivity tracking with Project Coordinator

Mission 6:	ADMINISTRATIVE TASKS	5	%
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- To request, and clear all personal advance, on time

4. Requirements

- Bachelor degree and relevant experience
- Previous experience as facilitator conducting similar community development projects
- 2 years' experience in community development and resource governance
- Experience in community mobilization/organizing using participatory methods
- Strong familiarity with participatory development approaches
- Ability to work effectively in a multi-cultural environment
- Understanding of team building skills, basic community organizing and facilitation skills
- Ability to ride motorbike
- Respect for accountability, transparency and openness



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5. Management/Collaboration

Under the overall authority of Chief Executive Officer of the Network Activities Group, collaboration and guidance from the Program Officer & Project Manager under the direct supervision of Team Leader, the Community Facilitators will report directly to the Team Leader.

6. Contract Terms

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

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.

Network Activities Group (NAG) is an equal opportunity employer and women are encouraged to apply. Network Activities Group (NAG) is committed to ‘Zero Tolerance’ to child abuse and sexual harassment. All Network Activities Group (NAG) staff are required to sign NAG's CoC and adhere to it at all times.
