



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 /0013

Capacity Building Officer: Community Led Local Governance Through Women Empowerment (CLLGWE)

Project Title	Community Led Local Governance Through Women Empowerment (CLLGWE)
Location	Myanmar
Position	Capacity Building Officer – 1 Post
Duration	The contract will be for a period of months (with 3-month probation period), with the possibility of extension based on project requirements and performance annually.
Location	Mongyai Township, Northern Shan State
Applications closing date	30 June 2022/ As soon as possible
How to apply	Submit application together with “ Capacity Building Officer position for CLLGWE” 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.

1. Project Background

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.

2. The Role

Capacity Building Officer are the key on-the-ground players for project implementation. Supervised by the Project Manager, he will work mainly on CSO strengthening, women empowerment & leadership and other alternative livelihood activities.



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3. Responsibilities

- Assist in action planning and detail work plan based on the project documents and log frame together with the team members
- Conduct Capacity Need Assessment, Identify Capacity Gaps, and Develop Capacity Building Plan
- Design and develop training curriculums, training materials and training evaluation methodologies
- Organize capacity building training for individual, group, the association at a different level.
- Develop guideline to form Community Base Organization, Civil Society Organization at a different level with the rule & regulation.
- Assess training impact during and after training on participant reaction, knowledge, skill, attitudes, and performance
- Support capacity building plan for local community, acquiring training resource person, assisting in training design, facilitate in training curriculum, ensuring relevant to local context.
- Maintain and update Capacity Building Activities and contribute to the project M&E system and reporting system.
- Coordinate with multi-stakeholders including Government Agencies and private sectors in advocacy works
- Participate in the project conducted Study and Research activities
- Take any other relevant duties as may be assigned by supervisor.

4. Requirements

The ideal candidate will have the following qualifications

- University graduate degree in a relevant field
- Minimum 3 years of working experience in planning and implementation of capacity building of project stakeholders including gender equality and Organization Development of CSOs/CBOs
- Prior Experiences in women empowerment & CSOs strengthening.
- Fully computer literate in MS Office package and ability to prepare training guidelines and materials in Myanmar Language
- Excellent interpersonal communications with project stakeholders
- Ability to work effectively in a multi-cultural environment.
- Understanding community development work.
- Strong project management skills with the ability to perform multiple projects
- Excellent leadership, team building, and management skills
- Ability to communicate clearly and concisely both written and oral in English and Myanmar (or) Local Language (Shan)
- Able to analyze problems and strategize for better solutions
- Ability to establish, maintains, and fosters cooperative working relations with stakeholders and beneficiaries.



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5. Management

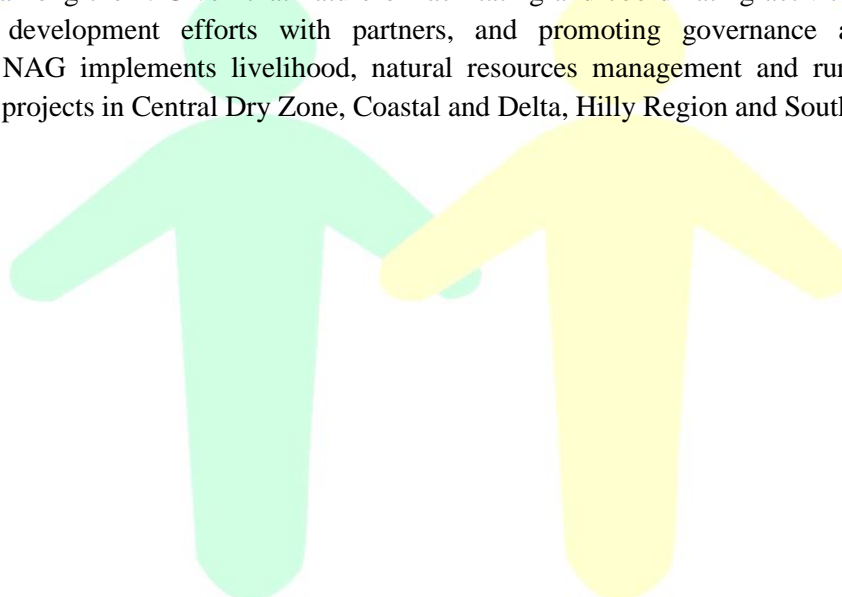
Under the overall authority of Chief Executive Officer of the Network Activities Group, collaboration, and guidance from the Program Officer, under the direct supervision of Project Manager, Capacity Building Officer have to report directly to the Project Manager.

6. Contract Terms

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

7. Background implementation of the organization

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.
