



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-2022/0018

Program Manager: Agriculture and Livelihood System

Program Title	Agriculture and Livelihood System
Country	Myanmar
Position	Program Manager 1- position
Duration	The initial contract will be for a period of 12-month (including 6 months' probation period) with the possibility of extension based on the performance annually.
Location	NAG Head Office in Yangon
Applications closing date	As soon as possible
How to apply	Submit the 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 St, Rose Garden, Ward-27, North Dagon Township, Yangon, Myanmar. Phone: 09 450694361~5.”
Note	Only short-listed candidates will be invited for interview. Please, do not send original documents as they will not be returned.

1. Program Background

NAG is supporting farmer association, in the Dry Zone, Delta & Coastal, South-East and Hilly region, to overcome challenges amid COVID 19 pandemic and political instability. The program aims to strengthen capacity farmers and their collective actions around improved production, food safety and quality products, engaging with private sectors on accessing agriculture inputs, loans and trading of their products. The expected output is to ensure that farmer association and its members produced acceptable products, reduced transactions costs accessing to inputs & loans and ensure premium prices for their products.

2. Job Context

The overall roles of the Program Manager include coordination with partner agencies/organizations, communicate to donors/partners, support project management teams and facilitate linkages between farmer associations and private sectors and CSOs.



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3. Responsibilities and Tasks

Under the overall authority of Chief Executive Officer of the Network Activities Group, Program Manager will perform the following duties.

Major Duties and Responsibilities

The Program Manager (Agriculture & Livelihood System) is responsible to lead program team, coordinate other support teams and manage projects.

Vision, Mission and Values

- The Program Manager should drive all team members with the same vision, mission and value of NAG, and keep updates all policies and Standard Operation Procedures including Code of Conduct.
- The Program Manager should familiar with organization's strategic aims and clearly understand the alignment and contributions of various projects

Contract Management

- The Program Manager should be familiar with all the contracts and its obligations
- He/she will ensure all contractual requirements are fully complied

Planning

- The Program Manager should lead to develop a program work plan and budget plan closely working with other supporting teams

Managing Resources

- The Program Manager is responsible to manage resources effectively
- Resource re-allocation or seeking additional resources should be made in accordance with amendment guidelines

Coordination

- The Program Manager should coordinate, build trust & relationship, coordinate and work closely with both internal and external stakeholders

Advocacy

- The Program Manager should work closely with Communication Team to develop joint advocacy strategy, collects evident & translate into communication materials, and advocate to Decision Markers.

Accountability

- The Program Manager should make fair and just decisions at all time, takes full responsibility for his/her decisions as well as for those who affected by the decisions.



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Communication

- The Program Manager should lead external communication with partners, donors and relevance stakeholders. He/she is responsible to establish clear communication mechanism among project teams, program teams and other supporting teams. It is also to ensure that all data, information and evidence are feed into learning and are communicated to relevance stakeholders.

Reporting

- The program manager should lead in reporting to partners and donors by working closely with other support teams

Self-Learning and motivation

- The program manager should proactively learn concepts, theories and practices relevance to Agriculture and Livelihood System The program manager should be a self-learner with minimal support from supervisor as well as a strong motivator for the team.

Representation

- The Program Manager should represent the program and the Organization as assigned and promote learning and sharing

Capacity Building and Team Building

- The Program Manager should assess capacity needs of its team members, develop a plan and support implementation of capacity building plan. The Program Manager should drive one team concept to all team members meeting program goals contributing to organization goal. The program manager is responsible for building capacity of CSOs partners (both individual and organization level).

Supervision and Management

- The Program Manager is directly managed by and reporting to the Chief Executive Officer
- The Program Manager will supervise program team (including Program Officers, Associates and Assistants) and Project team (including Project Managers, project support staff and field staff).

4. Key Qualification and Experience

- Master's level qualification in a relevant field
- At least ten years' professional experience in similar positions
- Experience in the Agriculture and Livelihood System (including value chains, cash voucher system, governance and working with CSO partners)
- Experience in engaging with multi-stakeholder groups including private sector and civil society
- Experience in implementing and managing complex and large-scale projects
- Proficiency in English and Myanmar (both oral and written communication)
- Strong learning and analytical skills and keen interest in supporting staff members and CSO partners



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5. Other Requirements

- Uphold the mission, vision and values of Network Activities Group (NAG)
- Adhere the rules and regulations, procedures, and policies of Network Activities Group
- Knowledge of Good Agricultural Practices (GAP) specific to edible oil seeds, pulses and beans
- Ability to work in a multicultural environment and engaging with multi-stakeholders
- Able to manage multi-tasks and meeting deadlines
- Keen to conduct field visit and support project teams with findings

6. 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.
