



# 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 /0019

**Assistant Officer : Gulf of Mottama Project (GoMP)**

<b>Project Title</b>	<b>Gulf of Mottama Project (GoMP)</b>
<b>Location</b>	Myanmar
<b>Position</b>	Assistant Officer - 1 post
<b>Duration</b>	The contract will be for a period of One year (with 3-month probation period), with the possibility of extension based on project requirements and performance annually.
<b>Location</b>	Mawlamyine, Mon State
<b>Applications closing date</b>	<b>05<sup>th</sup> August 2022/ As soon as possible</b>
<b>How to apply</b>	Submit application with <b>1) A cover letter explaining why you would be a good fit for this role,</b> <b>2) A CV detailing relevant experience and qualifications,</b> <b>3) recent photos and contact details for two relevant references</b> to <a href="mailto:recruitment@nagmyanmar.org">recruitment@nagmyanmar.org</a>
<b>Note</b>	Only short-listed candidates will be invited for interview. <b>Please, do not send original documents as they will not be returned.</b>

## 1. Project Background

Gulf of Mottama Project is a project of Swiss Agency for Development and Cooperation (SDC), implementing by a consortium led by HELVETAS Myanmar with core partners: Network Activities Group (NAG) and the International Union for Conservation of Nature (IUCN). The project aims to enhance the livelihood sectors and increase incomes of the project's targeted villages through co-management system and sustainable development, maintain the ecosystem from the deterioration of the endangered species in the Gulf of Mottama area and establish the good governance system among the related multi- stakeholders.

## 2. The Role Responsibilities

Under the overall authority of Chief Executive Officer of the Network Activities Group, collaboration and guidance from the Program Officer & Program Finance Officer, the direct supervision of the Township Cluster Coordinator (Mawlamyine Township, NAG), the incumbent will perform the following duties.

- Initiate and/or contribute to daily office operations and implementation of Network Activities Group (NAG) administrative and Project's financial procedures in coordination with management
- Initiate and/or contribute to the development and implementation of related manuals, tools, templates in consultation with team members and management
- Promote and mainstream user friendly, online/offline access to manuals, relevant files,



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internal/external policies and procedures in line with access to information, transparency, and confidentiality policies across PCIU and field offices

- Contribute to sound maintenance of monthly petty cash transactions and banking; and related financial statement and reports
- Initiate and/or contribute to the organization and facilitation of coaching sessions and orientation workshops for the mainstreaming of manuals, policies and procedures across PCIU and sub field offices
- Develop sound user friendly filling system of the office
- Coordinate and collaborate with in time data collecting of project implementation results
- Ensure project documentation and secure the information of implementation results
- Contribute to the sound understanding and implementation of HR policies and procedures across PCIU and field project offices including orientation, refresher trainings, and resolution of related issues
- Initiate and/or contribute to team building and professional development initiatives and events
- Assist in the timely provision of required authorizations and permits for national and international employees, interns/volunteers, consultants and visitors in coordination with project management and as agreed with AFO-PCIU

## 4. Requirements

The candidate should have the following qualifications:

- University Graduate and other relevant degree
- At least 3 years experiences preferably in NGO in the office management systems (general office admin, Logistics, IT, procurement etc.)
- Certificate of LCCI level II, III would be an advantage
- Understanding Project Financial and Accounting Management
- Ability to communicate in English and Myanmar, both written and oral
- Ability to organize time management and tasks based on urgency and importance
- Understanding of accountability and transparency issues
- Good understanding and skills on public relation and visitors/guests management
- Consistent in record keeping and documentation
- Understanding of field implementation Activities at Community Level and ability to spend time with the community whenever needed

## 5. Management

Under the overall authority of Chief Executive Officer of the Network Activities Group, collaboration and guidance from Program Officer & Program Finance Officer, and the direct supervision of the Township Cluster Coordinator (GoM, NAG), Assistant Officer (AO) will directly report to Township Cluster Coordinator and closely work with project team in Mawlamyine, Mon State.

## 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.

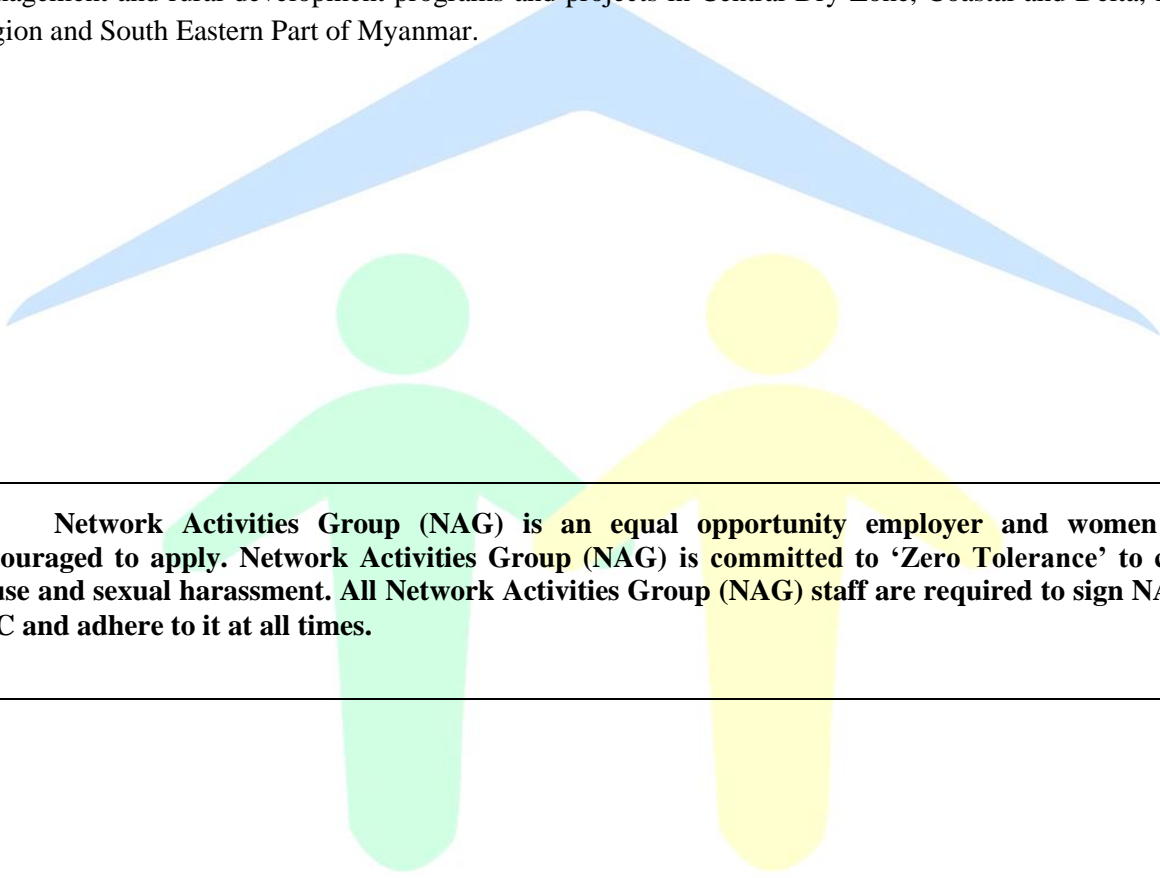


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## 7. Background implementation of the organization

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.



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**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.**

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