



# 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-2022/0020

### Community Facilitator

<b>Project Title</b>	<b>Enabling Community Recovery and Resilience (ENCORE) Project.</b>
<b>Location</b>	Chaungzon, Mon State
<b>Position</b>	<b>Community Facilitator (3) Posts.</b>
<b>Duration</b>	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.
<b>Location</b>	Chaungzon Township, Mon State
<b>Applications closing date</b>	<b>4 August 2022 (As soon as possible)</b>
<b>How to apply</b>	Submit application together with “ <b>Community Facilitator</b> ” position for “Enabling Community Recovery and Resilience (ENCORE) Project” in the subject line: <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 to <a href="mailto:recruitment@nagmyanmar.org">recruitment@nagmyanmar.org</a></b>
<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

The Enabling Community Recovery and Resilience (ENCORE) Project aims to shepherd the most vulnerable communities from the crisis to recovery and then to long-term development and resilience through a range of short-term, intermediate, and long-term interventions (Figure 2). The project shall work closely with these vulnerable communities to (i) address their most basic needs, (ii) restore livelihoods and strengthen/diversify them for increased sustainability, (iii) rehabilitate basic community infrastructure and upgrade them towards climate and disaster resilience, (iv) recover community resources and promote the use of renewable energy and climate-friendly technologies, while, at the same time, (v) continuously building community disaster preparedness. ENCORE shall instil community-driven development (CDD) approaches in all its interventions, building on lessons from ongoing experiences and those gained from prominent community development projects in the country.<sup>2</sup> ENCORE’s CDD stages include: (i) Community Entry, (ii) Rapid Needs Assessment and Planning; (iii) Preparation, review, and approval of the proposed community projects; (iv) Project Implementation and Monitoring; and (v) Completion Procedures. The project will also engage with local organisations, CSOs/CBOs, and informal leaders as governance actors and strengthen their institutional capacities to support responsive service delivery and participatory governance. ENCORE will employ a phased and incremental approach, initially working with



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a limited number of actors and locations, building on past work and relationships to establish credibility, build trust, navigate political risks, and then quickly build to scale.

## 2. The Role

Community Facilitators are the key on-the-ground players for project implementation. Supervised by the Project Team Leader, they will work closely with community leader, community level CSOs (VDC & VTDC) & mainly on Technical Support for the project guideline.

## 3. Major duties and Responsibilities

- Assist in action planning and detail work plan based on the project documents and log frame together with the team members
- Organize, Strengthen and mobilize the community Base Organizations and communities' leaders.
- Facilitate community level meetings, workshops & trainings
- Conduct needs assessments, data and information collection, regular monitoring for measuring the project's results by advanced tools in collaboration with M&E Staffs (mobile apps, tablets, etc.)
- Identify trainees and participants for the training, workshop, awareness sessions
- Collected the communities voice and case study through the community feedback mechanism to put at project's Newsletters.
- Assist the village tract project support committees and village committees in all aspects of the community project cycle.
- Manage community mobilization activities, community organization and capacity building activities in collaboration with Project Team, organizing activities leading to VDP preparation, conducting CMT training, implementation
- Ensure adherence of village tract project support committees and village committees to the provisions of the project operations manual, through facilitation and on the job support
- Provide continuous on-the job training to village volunteers and committee members, oversee their work
- Prepare field level report including field level M&E information, submit to Team Leader and M&E Officer
- Any other duties as assigned by Township Cluster Coordinators

## 4. Requirements

The ideal candidate will have the following qualifications:

- 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

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

## 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.

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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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