



# Network Activities Group (NAG)

No.51, Shukhinthar Street, Ward -27, Rose Garden, North Dagon Township, Yangon, Myanmar.  
Tel: 09-450694361~5, Email: info@nagmyanmar.org, Web: www.nagmyanmar.org

## VACANCY ANNOUNCEMENT

Reference No: NAG/HR-2022/0028

Admin and HR Officer : NAG HQ

|                                  |  |
|----------------------------------|--|
| <b>Title</b>                     | <b>Network Activities Group (NAG)</b>  |
| <b>Country</b>                   | Myanmar  |
| <b>Position</b>                  | Admin and HR Officer (1 -position)   |
| <b>Duration</b>                  | The contract will be for a period of 3-month (including a probation period) with the possibility of extension based on project requirements and performance annually   |
| <b>Location</b>                  | NAG-HQ; Yangon Region  |
| <b>Applications closing date</b> | 10 <sup>th</sup> October 2022/ (As soon as possible)   |
| <b>How to apply</b>              | Submit application together with<br><b>1) cover letter explaining why you would be a good fit for this role,</b><br><b>2) CV detailing relevant experience and qualifications,</b><br><b>3) recent photos and contact details for two relevant references to <a href="mailto:recruitment@nagmyanmar.org">recruitment@nagmyanmar.org</a></b><br><br>or address – “Recruitment Unit, Network Activities Group (NAG) No.51, Shukhinthar Street, Ward-27, Rose Garden, North Dagon Township, Yangon. Phone: 09 450694361~5.” |
| <b>Note</b>                      | Only short-listed candidates will be invited for interview.<br>Telephone inquiries will not be responded.<br>We are not obliged to return all received application.<br><br><b>(Please do not send original documents as they will not be returned)</b>   |

### 1. 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.



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## 2. The Role

This position needs to support the Administrative and HR Process task to CEO in playing a key role for the organizations' reputation with its NAG HQ, field's project team and the general administration and HR tasks.

## 3. Responsibilities and duties

Under the overall authority of Chief Executive Officer of the Network Activities Group, the direct supervision of the Admin & HR Manager, the incumbent will perform the following duties.

### Staff Recruitment & Management

- Prepare and organize Vacancy Announcement for approved Staff Service Request and are filed and acknowledged
- Support Recruitment Committee to prepare for selection of candidates
- Prepare Shortlisting of candidate, arrange recruitment interview plan and support interview processes
- Organize Reference check, Job Offer and Staff Contract for selected candidate as well as keeping record for other potential candidate for future use
- Organize Staff orientation and Induction together with relevant focal staff from various departments
- Keep updated HR filing including staff profiles, date of contract ends/renew and Performance Review and its results
- Perform proper HR file closing procedure for resign staff including exit interview and clearance are conducted, benefits has been paid up to the last working days, duty and responsibility together with organization assets/properties and handed over

### HR Filing System

- Maintain, Update and Keep in order for all HR related records for all staffs including confidential information
- Maintain and Update HR filing (hard copy) and computer aided software and regularly perform data back up



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## Staff Benefits

- Keeps up to date leave balance of all staff as per their entitled leave categories
- All staff are timely insured, incidents of accidents are properly documented and claimed for reimbursement
- Prepare timely and accurate monthly salary plan and pay roll for all staff and are shared to Finance Team
- Income Tax for all staff are calculated, deducted from their salary and paid to Township Revenue office with respected Staff Name

## HR Policy and Procedures

- Strictly followed Organization's HR Policy and Procedures in any aspects
- Proactively promote Organization's HR Policy and Procedures with all staff members
- Provides support on updating of HR Policy and Procedures in line with Myanmar Labor Law and other useful standards

## Coordination and Collaboration

- Work Closely with team members of Finance, Program, and Program Quality Unit
- Provide Supervision, Coaching and Support to Admin & HR Officer/Assistant of Project Offices and Admin/HR Assistant at Yangon office
- Be completely familiar with, and able to answer queries on, all aspects of terms of employment, code of conduct and discipline regulations in compliance with HR policy and other employee policies.
- Ability to work collaboratively with colleagues to achieve organizational goals; willingness to learn from others, and ability to work in a multi-cultural, multi-ethnic environment. Capacity to work with transparency; capacity to build trust in colleagues.

## Communication

- Must strictly followed NAG Code of Conduct, Professional Ethnic and strong Inter-personal Communication
- Demonstrate openness in sharing information and timely informed to staff

## Learning and Sharing

- Motivate, Open, Frank and Continuous learning is one of the key quality
- Ability to share own's idea with others without compromising other opinion
- Carry out any other additional responsibilities as assigned by the supervisor.



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## Administration

- Ensure efficient and effective administrative work and record systems in Yangon and project offices
- Provide supervision, coaching and support to Admin Assistant and Admin/HR assistant in terms of his/her professional development and daily performance management ensuring that he/she has clear work plans and objectives
- To update leave balance monthly for YGN and field staffs
- To assist in the process of payroll/attendance for YGN and field staffs including filing process
- To record and filing completed Performance Evaluation forms for all NAG staff
- To handle Internal Order Number process
- NAG staff Database update (New and resign lists)
- ID card
  - a. Collect and follow up service request from filed office
  - b. Prepare ID card soft file (project by project)
  - c. Order, Check and Follow up supplier
  - d. Payment process to supplier
  - e. Distribute ID cards to staffs
- Record exit clearance file and close personal profile for resign staff
- Monthly staff income tax collection and quarterly payment process to Revenue office
- Assist in GAD report
- Any other duties as assigned by Admin and HR Manager

## 4. Requirements

The ideal candidate will have the following qualifications:

- University Degree in Business Administration or specialized training in administration and/or office management.
- At least three years of administrative and office management experience
- Strong Computer skills (Microsoft Office Packages)
- Fluency in English and Myanmar
- Team work and team spirit with strong motivation to work and ability to work in diversity working environment
- Strong interpersonal skills and organizational skills, including time management, ability to meet deadlines and under pressure
- Systematic and efficient approach to work assignments, good judgment and analytical ability
- Willingness and ability to travel to field offices (if required)
- Commitment to and understanding of Network Activities Group's aims, values and principles.



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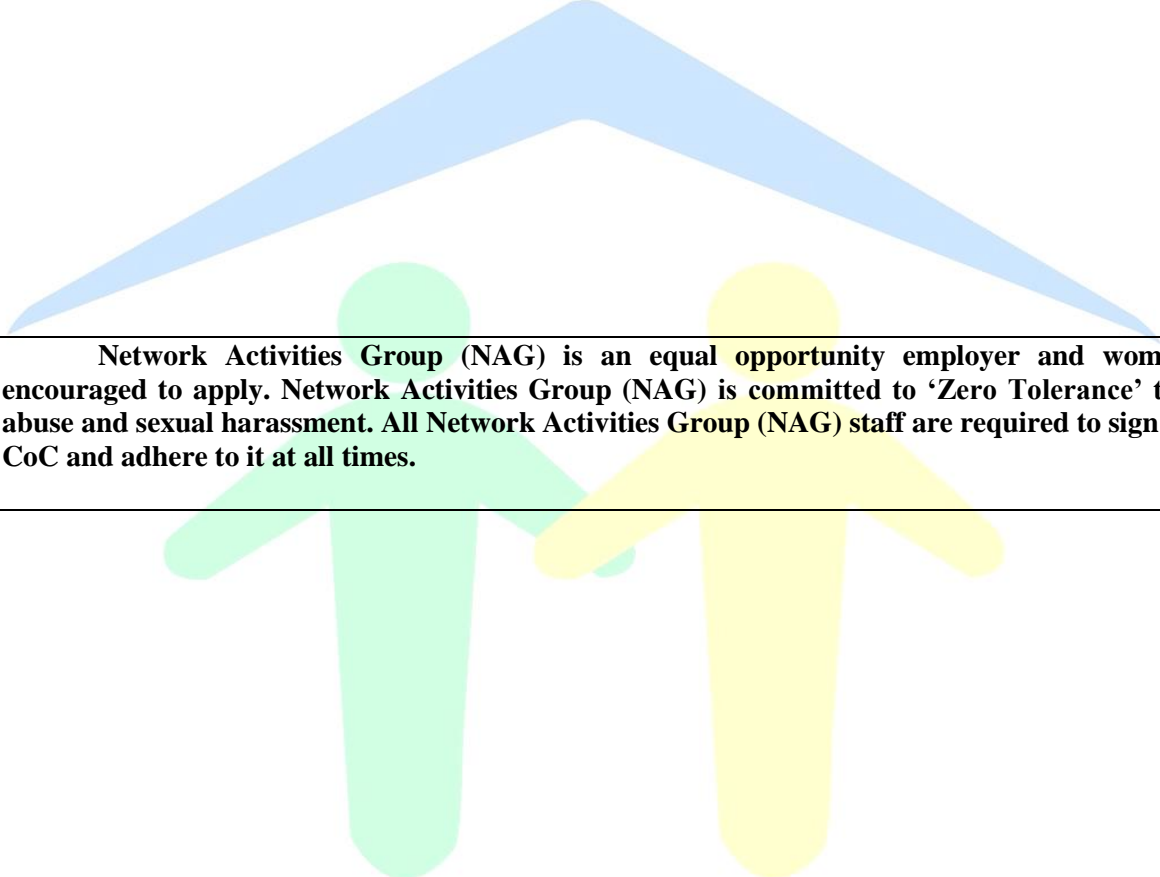
## 5. Management/Collaboration

Under the overall authority of Chief Executive Officer of the Network Activities Group, collaboration and guidance from Admin and HR Manager, the Admin and HR Officer will report directly to the Admin and HR Manager.

## 6. Contract Terms

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

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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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