



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-2022/0032

Admin and Finance Officer: The Agriculture Livelihood Action for Delta and Dry Zone (ALLADZ) Project

Project Title	The Agriculture Livelihood Action for Delta and Dry Zone Project (ALLADZ)
Country	Myanmar
Position	Admin and Finance Officer (1-position)
Duration	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.
Location	Yangon Division (Khayan & Thone Gwa)
Applications closing date	18 th November 2022 (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. Project Background

The project aims to strengthen farmers and laborer's capacities and assets growth, enhance collective action and build market relations to enhance income and resilience. The project explicitly aims to target women labourers, women farmers as well as women entrepreneurs with nutritious agri-food businesses toward improved women economic positions. The project will work with the private sector, namely input suppliers, financial and non-financial service providers, and pulses buyers, to provide products and services that will sustainably improve the sustainable livelihoods of our beneficiaries.

The objective of the project will be achieved through establishing farmer development associations and women groups, increasing the quality and productivity of pulses production, and strengthening the capacity of RFDA and its members.



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2. Job Context

The role of the Admin & Finance Officer is to support the admin & financial matter for the Agriculture Livelihood Action for Delta and Dry Zone (ALLADZ) project. S/he will be responsible for collaboration with the internal staffs and external sectors, service providers, bank and financial institution to improve the productivity and market system of the beneficiaries.

3. Responsibilities and Tasks

Under the overall authority of Chief Executive Officer of the Network Activities Group, collaboration, and guidance from the Program Finance Officer, Program Manager & Program Officer and direct supervision of the Team Leader the incumbent will perform the following duties.

- Manage Income and Expenditure account
- Conduct cash count to ensure that cash balance and cash book balance agreed
- Maintenance of financial records for petty expenses that are incurred daily in the office
- Maintain clear record of program funds utilization in line with NAG policies and donor guidelines to ensure clear accountability for donor funds
- Ensure that financial flow is strictly in line with NAG policies.
- Ensure proper maintenance of personal and administrative files, and contract renewals.
- Prepare staff payroll, attendance and update leave record.
- Manage timely payment of administrative bills such as electricity bills, office expenses, phone bills, etc.
- Assist and support activities including arrangement of workshops, meetings and trainings
- In coordination with the Project Manager and Program Support team to ensure timely disbursement of fund to project
- Frequent travel to project townships and project villages for monitoring and supporting.
- Assist the Team Leader in the part of administrative task as daily attendance, meeting arrangement, leave, rule and regulation and etc.
- Perform other relevant duties as assigned by supervisor.

4. Key Qualification and Experience

- University Degree in Financial Management, or LCCI level 3 or relevant accounting and finance background
- At least 5 years of Finance related working experience in NGOs
- Fluency in Burmese and other ethnic language is an asset
- Familiar with LIFT financial reporting format
- Strong interpersonal skills and organizational skills, including time management, ability to meet deadlines and under pressure and strong analytical and reporting skills, and be good at problem solving.
- Commitment to and understanding of Network Activities Group's aims, values and principles.



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5. Other Requirements

- Able to work in a multicultural environment
- Familiar with QuickBooks accounting software or other financial accounting software
- Be able to work with multi-stakeholders
- Able to work under pressure, multi-task
- Able to conduct regular field visit to monitor the budget expenses
- Uphold the mission, vision and values of Network Activities Group (NAG)
- Adhere the rules and regulations, procedures, and policies of Network Activities Group

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.
