



# Network Activities Group (NAG)

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

## VACANCY ANNOUNCEMENT

**Reference No: NAG/ HR-2022/0033**

**Admin and HR Assistant: NAG HQ**

<b>Title</b>	<b>Network Activities Group (NAG)</b>
<b>Country</b>	Myanmar
<b>Position</b>	Admin and HR Assistant –1 post
<b>Duration</b>	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.
<b>Location</b>	NAG-HO; Yangon Region
<b>Applications closing date</b>	<b>18<sup>th</sup> -November-2022/ (As soon as possible)</b>
<b>How to apply</b>	Submit application together with <b>1) cover letter explaining why you would be a good fit for this role,</b> <b>2) 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>  or address – “Recruitment Unit, Network Activities Group (NAG) No.51, Shukhinthar Street, Rose Garden, Ward-27, North Dagon Township, Yangon. Phone: 09 450694361~5.”
<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. 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

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.

### Recruitment and Selection Process

- Download CVs for several positions which is from Recruitment email
- Prepare CV matrix for several positions related with NAG projects
- Arrange invitation and interview schedule processes
- Ensure to collect the necessary documents from new staff member
- Ensure to share NAG Code of Conduct, HR policies and get acknowledge signature on documents from new staff
- Ensure to update new staff information data and Filing

### Performance Evaluation

- Follow up probation staff contract end date and to do for PE process

### Internal Order/Outgoing Letter

- Assist to prepare Internal Orders for several purpose of updating information in timely
- Ensure to filing the record keeping for hard copies documents of internal order and outgoing letters

### Employment Contracts

- Prepare employments contracts (Probation, Regular and Amendment).
- Regular follow up and remind to respective person in system to be approved on submission contracts.
- Regular follow up and check the contracts status in system which is whether pending process or complete process

### Staff Attendance & Payroll

- Make sure to prepare monthly payroll for all NAG field projects and submit to Finance team in timely in accordance with NAG's HR policies.
- Ensure to check staff attendance and Income Tax calculations which received from projects.

### Income Tax Submission Process

- Make sure to calculate the monthly income tax of NAG Yangon and Field Offices.
- Ensure to submit monthly income tax process to Township Revenue Office in timely.



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## Audit

- Prepare necessary documents to support for audit requirements, (Making scanned contracts, Payroll & Attendances, Staff's Timesheets, Income Tax statement slip, Leave Record and Internal Orders)
- Prepare necessary data and documents for Project Audit which visited by quarterly.
- Deal with Project auditors/ Organizational auditors related to the Admin and HR, if needed

## Staff ID Card

- Collect data from staff information
- Prepare staff data and services to outsourcing ID card printing company
- Distribute to staffs (Yangon & Field Offices)

## HR Filing System

- Maintain and Keep up-to-date all staff records and files in full confidentiality, including staff contracts and amendments, leave record management, performance appraisal record, exit interview, and other relevant information
- Maintain and Update HR filing (hard copy) and computer aided software and regularly perform data back up

## Administration and other support

- Assist to packing, sending and receiving for Dispatch, process
- Assist in bank holder name changing process
- Perform any other relevant assistant to Admin Officer who requested

## 4. Requirements

The ideal candidate will have the following qualifications:

- University Degree in Business Administration or related social science desirable, or specialized training in administration and/or office management.
- At least two years of administrative and office management experience
- Strong Computer skills (Microsoft Office Packages)
- Fluency in English and Myanmar
- Team works 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, under the direct supervision of Admin and HR Manager and 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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