



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-2022/0042

Admin & Finance Officer

CSO led Strengthening Resilience and Protecting Livelihoods for Poor and Vulnerable Fisheries
Community Project

Project Title	CSO led Strengthening Resilience and Protecting Livelihoods for Poor and Vulnerable Fisheries Community Project
Country	Myanmar
Position	Admin & Finance Officer –1 position
Duration	The employment contract will be 12 months (with 3-month probation period), with the possibility of extension based on the staff performance
Location	Mon State, Myanmar
Applications closing date	31st December, 2022/ (as soon as possible) (5:00 PM-Office Hour)
How to apply	Submit 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
Note	Only short-listed candidates will be invited for interview. Telephone inquiries will not be responded. We are not obliged to return all received application. (Please do not send original documents as they will not be returned)

1. Project Summary

CSO led Strengthening Resilience and Protecting Livelihoods for Poor and Vulnerable Fisheries Community Project aims to “Building Resilience and Protecting the Livelihoods of the Fishery Communities in Ayeyarwaddy and Mon” is directly addressing the emerging food and nutrition security issues in Myanmar through sustaining production, creating employment opportunities and providing access to finance that will contribute to the improved nutrition and health of fishers and landless community. The main theme of the project is to address the fishery resources management and to build resilience against adverse climate effects.

This Project will be implemented with four objectives:

- Strengthened Fishery related Food Production System adapting to changing climate,
- Improved Employment and Income opportunities for women and landless families,
- Improved access to financial resources for fishing rights, fish processing and fishery market chains
- Strengthened Organizational Capacity of Ayeyarwaddy Regional Fishery Association (ARFA) and Mon State Fisher Development Association (MFDA).



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2. The Role

The Admin & Finance officer will be responsible for project level financial management, office administrative, HR management and supply & logistics tasks the project.

3. Responsibility

Mission 1: ACCOUNTING & FINANCE	30
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- Prepares financial plan and budget requests
- Ensure that budget and expenditures are strictly in line with the organization policies
- Manages account keeping
- Conducts weekly/ monthly cash counts
- Reconciliation cashbook, cash and bank balances
- Practices internal control system
- Keep documentation up to date (both hard and soft copy)
- Participates in regular capacity building training and coaching supports
- Report to Program Finance Officer

Mission 2: ADMINSTRATIVE & OPERATIONAL HR	30
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- Updates staff time sheet and leave records
- Prepares monthly payroll based on the time sheet
- Prepares staff income tax
- Ensures cleanliness and proper functioning the project office
- Ensure project assets properly used and maintained
- Provide technical support to CSO partners

Mission 3: PROCUREMENT & LOGISTICS	30
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- Prepares procurement plan in coordination with Supply & Logistics Team NAG HQ
- Ensures all procurement processes are followed NAG policies
- Maintains and updates stock lists
- Establish good relationship with suppliers and vendors
- Update assets & inventory lists of the project and report damage and losses
- Keep logbook for project motor bikes, car and generator

Mission 4: OTHER	10
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- Supports field staff for project implementation
- Participates and contributes team meetings
- Performs other assigned duties and functions

4. Requirements

QUALIFICATIONS & SELECTION CRITERIA
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Knowledge

- Minimum 2 years' experience as Finance/ Admin/ HR or procurement officer
- Excellent communication in Myanmar and English
- Familiar with Microsoft office Package



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Skills

- Good listening and facilitation skills
- Familiar with Finance software (preferably QuickBooks)
- Attention to detail and high accuracy
- Have positive attitude and problem-solving skills
- Ability to work under limited resources and time pressure

Attitude

- Confidentiality
- Punctual and strict on deadline
- Open minded and willing to learn
- Be proactive and flexible person

5. Management/Collaboration

Under the overall supervisions of Program Manager and Program Officer and direct supervisions of Project Manager, and close coordination with Admin and HR Officer, Program Finance Officer, Supply & Logistics Officer, the incumbent will directly to the Project Manager.

6. Contract Terms

The contract will be for a period of 12 months (3-months' probation period), with possibility to extend based on the incumbent performance and project requirements.

7. 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.

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) staffs are required to sign NAG's CoC and adhere to it at all times.
