



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-2023/0002

Admin and HR Assistant: NAG HQ

Title	Network Activities Group (NAG)
Country	Myanmar
Position	Admin and HR Assistant –1 post
Duration	The contract is started with 3 months' probation and possibility to extend based on the requirements.
Location	Yangon Office
Applications closing date	13th -March-2023 (5:00PM, Office Hour) / (As soon as possible)
How to apply	Submit application together with 1) cover letter explaining why you would be a good fit for this post 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.

1. Background of Network Activities Group

Network Activities Group (NAG) is a national non-profit organization with a vision of “Emergence of a peaceful, prosperous and dignified society that values equity and diversity”. NAG support CSOs to implement 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.

2. The Role

Under the direct supervision of Admin & HR Manager, the incumbent is to support Admin and HR team to deliver services for NAG Staff. Admin & HR Assistant will work in close collaboration with the Program, Program Quality & Learning, Supply and Logistics, Finance and Communication Teams.

3. Responsibilities

The incumbent will perform the following duties.

Administrative Tasks

- Update stock list and procure required stationary, first aid kits, office cleaning materials and kitchen accessories
- Receive visitors and arrange refreshment
- Support timely payment of monthly bills (internet, electricity, telephone, water, etc) for the office
- Assist travel, accommodation, transportation staffs and consultants



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- Assist organizing meetings, workshops and trainings for staff and beneficiaries
- Assist documentation and filing system (mailing, internal order, trip plan, trip report, minutes etc)
- Assist liaison with relevance partners and authority
- Assist opening of bank account for new projects
- Assist supervision of Office cleaner and securities.
- Perform any other duties assigned by Admin Officer

Human Resources Tasks

- Assist documentation and filing system (staff personnel files, employment contracts, Terms of References and job descriptions, leave record, performance appraisal, exit interview)
- Assist preparation of attendance records attendance sheets
- Assist organizing recruitment process (receiving Job applications, CVs and prepare CV matrix)
- Support Recruitment Panel to arrange shortlist and interview process
- Assist keeping personnel record (CVs, NRC, Photo, Education and others) and preparation of employment contracts
- Assist preparation of monthly payroll for staff
- Perform any other duties assigned by HR Officer.

4. Requirements

The ideal candidate will have the following qualifications:

- Holds relevance University Degree
- At least two years of administrative and office management experience
- Strong Computer skills (Microsoft Office Packages)
- Good communication skill in English and Myanmar
- Strong motivation and have a good team spirit
- Good time management skills to handle multi-tasks
- Familiar with office equipment & accessories (photocopier, printer, scanner, etc)
- Ability to travel to field offices
- Shared organization vision, missions and values

5. Management/Collaboration

Under the direct management of Admin and HR Manager, and close supervision of Admin Officer and HR Officer, the incumbent will direct report to Admin Officer and HR Officer.

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 Code of Conduct and adhere to it at all times.
