



# 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-2023/0008

<b>Organization</b>	<b>Network Activities Group (NAG)</b>
<b>Country</b>	Myanmar
<b>Position</b>	<b>Graphic Designer cum Video Editor – 1 post</b>
<b>Contract Duration</b>	Probation 3 months (regular annual contract after probation passed)
<b>Duty Station</b>	Yangon Office
<b>Applications closing date</b>	19 May 2023 (recruitment may proceed as soon as possible)
<b>How to apply</b>	Submit application together with <b>1) Cover letter with the justifications to fit the position</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> <b>No hardcopy document is required during the application stage</b>
<b>Note</b>	Only short-listed candidates will be invited for interview.

### 1. Background of Network Activities Group

Network Activities Group (NAG), a national non-profit organization in Myanmar, 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 Senior Communication Officer, the Graphic Designer cum Video Editor will produce high-quality graphic and video documentary materials for NAG’s communication team. The person will work closely with all the Departments under NAG (Program, Finance, Admin & HR, Program Quality and Learning) for communications related services.



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## 3. Major Duties and Responsibilities

The incumbent will perform the following duties;

- Under communication gaps and identify key communication needs of targeted audiences
- Design storyboards, scripts, and video concepts
- Create and design visual content for printed and digital media including social media platforms, online learning platforms and websites
- Shoot and edit high-quality video footage that provide simple as well as precise key messages to the audiences
- Develop and maintain an organized library of digital assets, including photos, videos, graphics and documents
- Ensure all designs and videos meet the organizational communication guidelines and are consistent with the communication objectives
- Work collaboratively with all internal and external stakeholders including staff, consultant, resource person, and community
- Manage and deliver products within agreed time frame without compromising the quality
- Perform any other relevance assignments directed by the supervisor

## 4. Key Qualifications and Experiences

The incumbent will require the following key qualifications and experiences:

- Holds certificate or diploma in graphic design, video editing or a related communication field
- Proven experience in graphic design and video production
- Advanced knowledge of Adobe Creative Suite, particularly Adobe Photoshop, Illustrator, Premiere Pro, and After Effects
- Proficiency in video shooting and editing, including color correction, audio mixing, and video effects
- Strong understanding of current design, video trends and familiar with advanced technologies
- Familiar with Apps, Software and tools related to graphic and videos
- Ability to manage multiple projects simultaneously with a strong time management skills
- Strong verbal and written communication skills in Myanmar and English
- Willing to travel to develop communication materials
- Progressive learners with strong analytical skills and open to listen from the audiences
- Commitment to the organization aims, core values and principles (see more details in [www.nagmyanmar.org](http://www.nagmyanmar.org))

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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) staffs are required to sign NAG's Code of Conduct and adhere to it at all times.**

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