



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-2023/0011

Program Assistant: NAG HO

Project Title	Dry Zone Program
Country	Myanmar
Position	Program Assistant (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 Based (Frequently travel to field of office)
Applications closing date	14-August-2023 (5:00 PM) (as soon as possible)
How to apply	Submit application together with 1) Cover letter with the justifications to fit the position 2) CV detailing relevant experience and qualifications 3) Recent photos and contact details for two relevant references to recruitment@nagmyanmar.org No hardcopy document is required during the application stage
Note	Only short-listed candidates will be invited for interview. Please, do not send original documents as they will not be returned.

1. Background

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. Job Context

The role of the program assistant is to assist Program Officer for project planning, implementation, monitoring & reporting (monthly, quarterly & annual Report) and day to day supervise & support to field project team under the project guideline. S/he will be responsible for collaboration with the multi-stakeholder (government agency, provide, CSOs & other INGO/NGO) as per requirement.

3. Responsibilities and Tasks

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

- Prepare reports on monthly, quarterly, mid-term and annual and regular communicate with field team to monitor project regular activities, findings, and progress.
- Timely conduct the field visits to field office to collect and write up stories from the field to illustrate the project impact, lesson learn and challenges.
- Support in project implementation, monitoring, trainings, and program management.
- Participate in NAG bi-weekly/quarterly meetings and sharing update program information
- /Activities giving suggestion and getting support from program quality and key role in management, coordination with program quality team, Admin & HR Department, Logistic Department, Communication Department and Finance Department.
- Coordinate with other INGOs, NGOs, private-sectors, civil society, and other networks, attending network meetings.
- Regular assist to Program Officer to ensure that each program performance, achieving their goals and targeting their communities.
- Organize meetings, workshops preparation and developing agendas in the events, in the preparation of presentations, note taking and reporting in every event and coordinates with participants from multi-level government, INGOs and NGOs staffs.
- Link and collaborate with implementing partners, local CSOs, and related stakeholders to develop implementation plans and workplans.
- To ensure knowledge about M&E and MIS system, financial management system and to ensure NAG Admin & HR Policy, Financial Policy and Project Operational guidelines.
- To lead and support multi-research of the organization in terms of developing research methodologies, data collection, data entry and cleaning, reporting.
- Perform any other duties as may be needed per assigned

4. Key Qualification and Experience

- Bachelor's degree and minimum 3 years experiences in program management position or Master's degree in gender, economics, agriculture, International Affairs, business administration, social sciences, development studies or a field relevant to international development assistance
- Well organized, able to manage high workloads efficiently
- Good analytical skills; resourcefulness, initiative, maturity of judgment, tact, negotiating skills
- Ability to effectively and clearly communication both oral and correspondence in English and Myanmar



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5. Other Requirements

- Proficiency in computers with Microsoft Office (Word, Excel & Power Point)
- Ability work in a team, and establish effective working relations with persons of different national and culture backgrounds
- Ability to cope with stressful situations
- Strong experiences in Budget Planning and Monitoring
- Good interpersonal Skills
- Consistent in record keeping and documentation
- Understanding of Field implementation Activities at Community Level and ability to spend time with community whenever needed
- Ability to work under pressure and meeting deadlines
- Ability to work independently and working as a part of team
- Possesses Humanitarian Ethical Standards
- Possesses Humanitarian Accountability Standards
- Uphold the mission, vision and values of Network Activities Group (NAG)
- Adhere the rules and regulations, procedures, and policies of Network Activities Group

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.
