



# 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](mailto:info@nagmyanmar.org), Web: [www.nagmyanmar.org](http://www.nagmyanmar.org)

## VACANCY ANNOUNCEMENT

Reference No: NAG/HR-2023/0013

### Institutional & Business Development Officer

<b>Project Title</b>	<b>Gulf of Mottama Project (GoMP)</b>
<b>Position</b>	<b>Institutional Business Development Officer (1) Posts</b>
<b>Duration</b>	The employment contract will be 12 months (with 3-month probation period), with the possibility of extension based on the project requirement and staff performance annually.
<b>Location</b>	Mawlamyine Township, Mon State (Frequent travel to other project areas)
<b>Applications closing date</b>	<b>30<sup>th</sup> December 2023 (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>
<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. Project Background

The Gulf of Mottama Project is a project of Swiss Agency for Development and Cooperation (SDC) and implemented by a consortium partners led by HELVETAS Myanmar with core partners: Network Activities Group (NAG) and International Union for Conservation of Nature (IUCN). The Gulf of Mottama Project covers 60 targeted villages in eight townships of Mon State and Bago Region. This project has been implemented since 2015 and is being conducted in 3 phases. As phase 1, the project implemented from 2015 to April 2018 & Phase 2, from May 2018 to December 2021. For the phase 3, the project will be implemented from January 2022 to until 2024.

The goal of the project is “the unique biodiversity of the Gulf of Mottama is conserved and sustainably developed, benefiting the human communities that depend on it and increasing resilience to climate change”. This project will achieve the following outcomes.

Outcome I. **Coastal livelihoods** derived from the sustainable use of natural resources are more productive and diversified, their related value chains are developed, including opportunities for the most vulnerable women and men

Outcome II. The unique **biodiversity and ecosystem services** of the GoM are sustainably managed, restored and conserved for future generations, and community resilience to climate change is strengthened

Outcome III. **Good governance** of the GoM is institutionalized in a bottom-up, transparent, inclusive, and effective manner with reduced conflicts over natural resource use



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## 2. The Role

The role of Institutional and Business Development Officer is to promote good governance, effective organization and meaningful existence of CBOs and CSOs for the community. The Institutional and Business Development Officer will be mainly responsible for the institutional strengthening and capacity building of Village Development Committees (VDC), Fisher Development Associations (FDA) & Coastal Farmer Development Associations (CFDA) ensuring they are functioning well and are sustained. He/she will also be responsible for identifying potential business opportunities, developing resource mobilization plans, and overseeing the development and implementation of appropriate strategy, framework, system & process. He/she will work closely with the GoMP Project Management Team, Township Cluster Coordinators, and respective committee & associations at the village, township and state/regional levels.

## 3. Major duties and Responsibilities

The incumbent shall perform the following duties and responsibilities;

### Institutional Development

- Identify the needs and strengthen technical skills, organizational structure and operational systems of respective committee and associations
- Support the CBOs and CSOs Committees in the development of organizational strategy, business plan, and workplan including the performance target & budget
- Monitor the progress against workplans and initiate the corrective actions
- Conduct periodic review and produce regular reports and recommendations
- Provide close mentoring and coaching support for respective committee and associations to keep the right track
- Facilitate in engagement and working collaboratively with respective stakeholders
- Liaise and work closely with secretariat team members of respective associations to ensure the effective planning, implementation, and monitoring of the organizational strategy
- Provide mentoring and coaching support for secretariat team
- Conduct the organizational capacity need assessment of respective associations and develop organizational capacity development plan
- Conduct capacity building trainings and organizational development supports for respective associations
- Support in the development of resource mobilization and fundraising efforts of respective associations for their sustainability
- Support in ensuring that committee/associations are adequately informed in a timely manner of any accreditation, financial access, registration requirements, and local political economic situations
- Attend coordination meetings organized by relevant stakeholders to improve the stakeholder engagement
- Coordinate & collaborate with other projects in the same areas

### Business Development

- Support FDAs and CFDA in conducting market analysis and identifying business opportunities including market actors (public and private) to partner in value chain interventions and support services
- Coach FDAs and CFDA to monitor product and service market system to identify potential business opportunities for respective associations
- Develop potential market mapping
- Link potential market for business products of respective associations
- Coach FDAs and CFDA in planning and executing their business plans
- Identify the business technical needs and find the technical service providers
- Provide business related technical trainings, if necessary
- Perform any other duties as may be assigned



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## 4. Requirements

The candidate shall have the following qualifications

- Bachelor's or Master's degree in relevant disciplines preferably business administration, business development, organizational development or other development related fields
- Minimum of 7 years of experience in institutional strengthening, business development or similar role
- Understanding of business concept and processes
- Extensive knowledge of Institutional/Organizational Development with strong experience
- Strong organizational and project management skills
- Interest in and basic understanding of the development sector
- Fluent in English in both verbal and written at least inter-mediate level
- Able to communicate effectively and work productively in a multi-cultural environment
- Computer skills (Word, Excel, Power Point, Gmail) are required
- Ability to work independently and effectively as a team member
- Demonstrated facilitation skills, team building skills, basic community organizing skills, and training skills
- Ability to work progressively and motivate & lead people
- Respect for accountability, transparency, and openness
- Ability to ride motor bike is preferable

## 5. Management

Under the overall authority of the Chief Executive Officer of Network Activities Group, guidance from the GoMP Project Management Team and the Township Cluster Coordinators (Bago Region/Mon State) of NAG s/he will report to the Program Officer of NAG.

## 6. Contract Terms

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

## 7. Background implementation of the organization

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