



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-2024/0006

Admin and HR Assistant: NAG HQ

Title	Network Activities Group (NAG)
Country	Myanmar
Position	Admin and HR Assistant –1 post
Duration	The contract will be for a period of 3 months (with 3-months' probation period), with the possibility of extension based on project requirements and performance annually.
Location	NAG-HO; Yangon Region
Applications closing date	19th -October-2024 (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 role, 2) CV detailing relevant experience and qualifications, 3) recent photos and contact details for two relevant references to recruitment@nagmyanmar.org or address – “HR Department, Network Activities Group (NAG) No.51, Shukhinthar Street, Rose Garden, Ward-27, North Dagon Township, Yangon. Phone: 09 450694361~5.”
Note	Only short-listed candidates will be invited for interview. (Please do not send original documents as they will not be returned)

1. Background of Network Activities Group

Network Activities Group (NAG) is a national registered non-profit organization with a vision of “Emergence of a peaceful, prosperous, and dignified society that values equity and diversity”. NAG implements livelihood, natural resources management, and rural development programs and projects in the Central Dry Zone, Coastal and Delta, Hilly Region, and South Eastern Part of Myanmar. NAG supports fishers, farmers, and women groups and associations addressing their issues through working with private sector players and market actors.



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2. The Role

Under the overall authority of Chief Executive Officer and under the guidance and direct supervision of Senior Admin & HR Officer, Admin & HR Assistant is responsible for the quality of administrative and HR services provided within NAG Office. Admin & HR Assistant works in close collaboration with the support teams, program and project teams to deliver general administrative and HR services.

3. Responsibilities

The incumbent will perform the following duties.

Administrative Tasks

- Purchase office supplies and cleaning material and ensure monthly updates of the stock ledger for stationary, cleaning and kitchen materials, safety kits.
- Welcome visitors and arrange refreshment with the office cleaner.
- Support to manage timely payment of monthly bills (internet, electricity, telephone, water, etc) for the office.
- Provide travel arrangement in closely coordination with supply and logistics team for the accommodation and transportation for all the staffs, consultants and visitors.
- Support administration to the meetings, workshops and trainings on a timely and quality basis.
- Assist to organize internal staff meeting, Social Security Fund meeting, prepare meeting minutes and disseminate information to other relevant personnel.
- Support management in preparing documents (printing, copying, binding, scanning, etc.)
- Assist in office maintenance and keys control system.
- Perform as a focal person for sending reports to local authorities in collaboration with other staffs from different departments, in a timely manner.
- Assist in banking process such as organization account opening and account holder's name change.
- Ensure the administrative documentation such as internal memo, movement order, trip plan and trip reports, meeting minutes are properly filed in a professional manner.
- Support the processing of all incoming and outgoing communication, mails/ packages and the documents are recorded as per NAG's internal procedures and filing system
- Assist to Admin Officer in collecting and release of admin, HR related information to field offices.
- Support in management of Office cleaner and securities.

Human Resources Tasks

- Assist in maintaining the staff personnel files, employment contracts, Terms of References and job descriptions, leave record, performance appraisal, exit interview in a professional, confidential, and auditable manner and according to NAG HR Policies.
- Update the track attendance records and prepare monthly attendance sheets.
- Assist in recruitment process, receive Job applications, download CVs and keep record filing and prepare CV matrix for job applications.
- Support Recruitment Panel to arrange interview schedule and assist to contact shortlisted candidates.
- Assist in keeping record of appointed candidates' data and information (CVs, NRC, photo, Education and Personal records, etc.)
- Assist in preparation of employment contacts.



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- Assist to make sure in preparation of monthly payroll for all NAG field projects and submit to Finance team in timely in accordance with NAG's HR policies.
- Support to check staff attendance and monthly income tax calculations which received from projects
- Ensure to share NAG Code of Conduct, HR policies and get acknowledge signature on documents from new staff.

Others

- Assist to support the required documents in auditing process such as scanned contracts, Payroll and Attendances, Staff's Timesheets, Income Tax statement slip, Leave Record and Internal Orders.
- Get informed Senior Admin and HR Officer immediately for an important news and safety and security issues or any problems.
- Archive necessary documents (Admin, HR, Finance, Supply and Logistics, etc)
- Perform other related duties as require assigned by supervisor.

4. Requirements

The ideal candidate will have the following qualifications:

- University Degree in Business or Public Administration, or specialized training in administration and/or office management.
- At least two years of admin, HR and office management experience and INGO/ NGO background is preferable.
- Strong Computer skills (Microsoft Office Packages; Word, Excel, Powerpoint)
- Written and Verbal communication skill in English and Myanmar
- Team works and team spirit with strong motivation to work and ability to work in diversity working environment
- Strong interpersonal skills and organizational skills with the ability to multi-tasks, including time management, ability to meet deadlines and under pressure
- Systematic and efficient approach to work assignments, good judgment and analytical ability
- Willingness and ability to travel to field offices (if required)
- Commitment to and understanding of Network Activities Group's aims, values and principles.

5. Management/Collaboration

Under the overall authority of Chief Executive Officer of the Network Activities Group, under the direct supervision of Senior Admin 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.
