



# 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-2025/0001

### Supply and Logistics Assistant: NAG HQ YGN

<b>Title</b>	<b>Network Activities Group (NAG)</b>
<b>Country</b>	Myanmar
<b>Position</b>	Supply and Logistics Assistant –1 post
<b>Duration</b>	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.
<b>Location</b>	NAG-HO; Yangon Region
<b>Applications closing date</b>	<b>14<sup>th</sup> - February-2025 (5:00PM, Office Hour) / (As this is urgent candidate, we will consider the early bird applications)</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>  or address – “HR Department, Network Activities Group (NAG) No.51, Shukhinthar Street, Rose Garden, Ward-27, North Dagon Township, Yangon. Phone: 09 450694361~5.”
<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. Background of Network Activities Group

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)

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

## 2. The Role

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

## 3. Responsibilities

The incumbent will perform the following duties.

### Terms and References for Driver cum Supply and Logistics Assistant

#### Trip Arrangement

- Arrangement of daily ferry plan and field trip plan
- Regular vehicle checking with Field and Yangon
- Weekly report to the supervisor
- Assist the supervisor with the required documents

#### Logistic Planning

- Assist in the identification of Goods and/or Service requirements for project activities
- Assist in storage planning for goods to be stored and ready for distribution
- Assist in the identification of transport facilities and distribution system
- Assist in managing effective and efficient use of Fleet, including maintenance and regular check-ups

#### Procurement

- Assists in the collection of price quotations, bid analysis, and selection of qualified suppliers for the procurement committee
- Supports all necessary documents and evidence for expenditure verification and Audit Processes

#### Vehicle Management

- Assist in checking and maintaining all vehicles before field trips
- Regularly check all vehicles, including fuel, engine oil, and other essentials
- Assist in obtaining insurance for all vehicles
- Facilitate communication with the insurance company regarding vehicle repairs or cost coverage
- Conduct regular physical monitoring of vehicles (at least bi-weekly); investigate any damage or incidents with drivers and report to the supervisor.
- Keep a record of fuel consumption for all vehicles to ensure levels remain within acceptable limits
- Assist in supervising, training, and handling disciplinary actions for office drivers
- Assists in arranging the rental of short-term and long-term vehicles for staff travel
- Assist in dispatching and receiving incoming and outgoing letters
- Perform other relevant duties as assigned by the supervisor



# 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

## 4. Requirements

The ideal candidate will have the following qualifications:

- Any University Degree
- At least three years of Supply & Logistics experience
- 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 PQL Manager and Supply and Logistics 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.**

---