



Network Activities Group (NAG)

No.31(A-1), Mya Hnin Si Street, 27-Ward, Rose Park (3), North Dagon Township, Yangon, Myanmar.
Tel: 09-450694361~5, Fax: 01 8010233, Email: info@nagmyanmar.org, Web: www.nagmyanmar.org

VACANCY ANNOUNCEMENT

(Extension Of Applications Closing Date)

Reference No: NAG/HR-VA-048/2019

Admin Finance Assistant: REAL DEV Project

Project Title	Reallocation and Development of Unused Concession Land (REAL DEV)
Country	Myanmar
Position	Admin Finance Assistant - 1 post
Duration	12 months (possibility to extend, depending on project needs and staff's performance annually)
Location	Min Hla Township, Magway Region
Applications closing date	15 November 2019
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 nag.hr.recruitment@gmail.com or address – “Recruitment Unit, Network Activities Group (NAG) No.31(A-1), Mya Hnin Si Street, 27-Ward, Rose Park (3), North Dagon Township, Yangon. Phone: 01 8010233, 09 450694361~5.”
Note	Only short-listed candidates will be invited for interview. Telephone inquires will not be responded. We are not obliged to return all received application. (Please do not send original documents as they will not be returned)

*This project involves **securing the rights of farmers to their land which was allocated as land concessions, allocating land to landless and land-poor households.** It is the first of its kind in Myanmar – an innovative project piloting new approaches to (re) allocation of concession land, linking **participatory approaches on the ground with policy-making at regional and national levels through multi-stakeholder processes.** The Admin Finance Assistant will apply his/her expertise and experience to **assist the Admin Finance Officer for overall financial management and office administration.***

1. Project Background

REAL DEV is a program to help the Ministry of Agriculture, Livestock and Irrigation (MoALI) pilot an approach to (re)allocating concession land in Magway Region that can be replicated and scaled up. It is intended that the procedures and learnings from the pilot will inform the implementation of national land (re)allocation initiatives and policy directions.



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Drawing on a wealth of experience and expertise, Network Activities Group (NAG), Land Core Group (LCG), and the Centre for Development and Environment (CDE) have designed a two phase, three-year project to implement the REAL DEV Program. The project involves following guidance from the National Land Use Policy (NLUP) and existing law to recognize existing and new land rights of local households and the resolution of disagreements over land tenure and natural resources use.

Land (re)allocation is expected to be complete within a period of 18 months. A second phase of the project will follow, involving helping land owners use their land productively by linking them to relevant markets and service providers. building resilient production systems, and supporting infrastructure development.

The project has five objectives:

- Improved process for reclamation of land concessions based on transparent and conflict-sensitive principles.
- Improved process for recognition of land rights of smallholder farmers and re-allocation of land to the landless in areas of unused concessions that is transparent, inclusive and participatory.
- Improved agricultural productivity of rural farmers through more efficient climate-smart value chains and links to services.
- Increased resilience of rural farmers through more secure access to land and climate change adaptation and mitigation
- Generation of insights and evidence for improved policy on recognition of land rights of smallholder farmers and re-allocation of land to the landless.

2. The Role

The Admin Finance Assistant will be working under the supervision of the Senior Admin Finance Officer. He/she will be responsible for all financial management and office administrative stuffs for Min Hla office. Admin Finance Assistant will take care of field office running cost and activities cost for the outreach team. He/she will update and report the financial issues to Senior Admin Finance Officer with the regular basic.

3. Responsibilities

- Assist to AFO in all financial processes, admin and procurement processes.
- Make various payments as per dedicated authorization and approval of relevant people in accordance with NAG's financial policy, and standard operating procedures
- Prepare staff payroll, attendance for the field office
- Assist to maintain optimum cash balances and report to Finance officer for replenishment if required.
- Assist recording of daily cash/bank transactions into excel file and reconcile daily cash/bank balance.
- Assist and support project activities including arrangement of workshops, meetings and trainings
- Ensure all cash payments and receipt vouchers are attached with relevant supporting documents.
- Maintain harmonious working relations with all staff in the office, provide financial services to colleagues in a service oriented way.
- Cooperate and communicate transparently and effectively with all staff of project
- Perform General Administrative procedures such as travel arrangement, hotel reservation, management letters delivery etc.
- Assist AFO for the procurement process
- Perform any other relevant duties related to finance assigned by Admin Finance Officer



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4. Requirements

The ideal candidate will have the following qualifications:

- Bachelor level qualification in a relevant field, preferably with LCCI level accomplishment
- At least 2 years' professional experience in the field of financial management and office administration
- Understanding the financial policies, procedures, and procurement process
- Knowledge on Admin and human resources management
- Ability to organize time and tasks based on urgency and importance
- Competency in Microsoft Office package (Word, Excel, Power Point)
- Understanding of field implementation Activities at Community Level and ability to spend time with the community whenever needed

5. Management/collaboration

Under the overall authority of Chief Executive Officer of the Network Activities Group, collaboration and guidance from the Programme Manager, the direct supervisions of Senior Admin Finance Officer, the Admin Finance Assistant will report directly to Senior Admin Finance Officer. He/She will have to follow the NAG Financial policy and closely work with the Finance department from NAG Yangon.

6. Contract terms

The contract will be for a period of 12months, with the possibility of extension based on project requirements and performance annually.

Background on the implementing organizations

Network Activities Group (NAG) works towards achieving a peaceful, prosperous and sustainably developed society that values equity and diversity. NAG facilitates social and economic development through collaborative, community-driven projects focused on empowering communities, strengthening civil society and promoting good governance. NAG works effectively across organizations, sectors and borders. Its strength is its ability to create inclusive networks and partnerships that ensure the self-determined needs of poor and vulnerable communities are met.

Land Core Group (LCG) is a not-for-profit organization promoting fair and equitable land governance in Myanmar. LCG works with government and civil society to reform policy, law and procedures that impact people's rights to their land - particularly women and men smallholders and indigenous communities – and promote implementation of equitable aspects of the law.

The Centre for Development and Environment (CDE) is an interdisciplinary research centre of the University of Bern, in Switzerland. CDE's overarching goal is to produce and share knowledge for sustainable development. CDE conducts research to develop innovative concepts and solutions for the sustainable use of land and water resources, and offers a range of services for planners and decision-makers that are closely linked to research. CDE is currently implementing the OneMap Myanmar Project, in partnership with the Government of Myanmar and LCG; the project aims to provide access to data on people, land and natural resources so that decision-making on development and land governance may be more inclusive and informed.