



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

## VACANCY ANNOUNCEMENT

(Extension Of Applications Closing Date)

Reference No: NAG/HR-VA-057/2019

**Senior Admin Finance Officer : REAL DEV Project**

<b>Project Title</b>	Reallocation and Development of Unused Concession Land (REAL DEV)
<b>Country</b>	Myanmar
<b>Position</b>	Senior Admin Finance Officer – 1 post
<b>Duration</b>	12 months (possibility to extend, depending on project needs and staff's performance annually)
<b>Location</b>	Magway Township, Magway Region
<b>Applications closing date</b>	<b>15 November 2019</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, 2) CV detailing relevant experience and qualifications, 3) recent photos and contact details for two relevant references</b> to <a href="mailto:nag.hr.recruitment@gmail.com">nag.hr.recruitment@gmail.com</a> 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.”
<b>Note</b>	Only short-listed candidates will be invited for interview. Telephone inquires will not be responded. We are not obliged to return all received application. <b>(Please do not send original documents as they will not be returned)</b>

*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 Senior Admin Finance Officer will apply his/her expertise and experience to **manage Financial procedures for the project and ensure to follow the NAG's financial policy**.*

## 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 Senior Admin Finance Officer will be responsible for leading the overall financial management and Office Administration procedures. He/she will have to ensure the project budget usage in line with the project proposal and regular update and report the financial issues with the project manager. And he/she will ensure all the staffs to follow the NAG's financial policy. For the Regional office in Magway, the Admin Finance Officer will take care of all administrative stuffs and procurement process.

## 3. Responsibilities

- Managing Income and Expenditure Account
- Preparing Financial requisition for the Project
- Preparing the project Financial report in accordance with the project agreement (Monthly, Quarterly, Annually)
- Conduct cash counts to ensure that cash balance and cash book balance agree
- Maintain clear record of project funds utilization to ensure clear accountability for donor funds
- Maintenance of financial records for petty expenses that are incurred daily in the office
- Prepare Staff Payroll, attendance and update leave record
- Filling and Documentation of all Financial Records
- Ensure that finance usage is strictly in line with NAG policies
- Manage timely payment of administrative bills like electricity bills, office expenses and phone bills, etc.



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- Responsible to procurement process for quotation and purchasing for the local purchase in accordance with the NAG's policies
- Ensuring timely honoring of NAG obligations vis-a-vis supplies and vendors
- Supervise support staff under the guidance of the CEO to ensure smooth running of activities
- Perform any other relevant duties as assigned

## 4. Requirements

- Bachelor or Masters level qualification in relevant field
- At least 5 years experiences in similar position, preferably in NGO in the office management system
- Strong experiences in Office Administration and Financial Management
- Ability to communicate in English and Myanmar, both in written and oral
- Ability to organize time and tasks based on urgency and importance
- Competency in Microsoft suite including Word, Excel and Power point
- Knowledge the Financial software, like quick book
- Understanding of accountability and transparency issues
- Understanding on Logistics System and Procedures
- Understanding on Human Resource Management
- Strong Coordination and Networking Experiences
- Consistent in record keeping and documentation
- Understanding of field implementation Activities at Community Level and ability to spend time with the community whenever needed
- Ability to work effectively in a multi-cultural environment

## 5. Management/collaboration

Under the overall authority of Chief Executive Officer of the Network Activities Group, collaboration and guidance from the Programme Manager under the direct supervision of Project Manager, the Senior Admin Finance Officer will report directly to Project Manager. 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.



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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.