



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

## VACANCY ANNOUNCEMENT

Reference No: NAG/ HR-2025/0007

### Admin and HR Assistant: NAG HQ YGN

Position	Admin and HR Assistant
Location	NAG-HO, Yangon
Duration	Probation 3 months (potential to extend)
Applications Closing Date	20 June 2025 or as soon as possible
How to apply	Apply together with 1) Cover Letter 2) CV detailing experiences and qualifications (including recent photo and two references) to <a href="mailto:recruitment@nagmyanmar.org">recruitment@nagmyanmar.org</a> with the subject line, “Admin and HR Assistant, NAG-HO, Yangon”.
Note	Only short-listed candidates will be invited for an interview.

## 1. Background of Network Activities Group

Network Activities Group (NAG) is a national non-profit organization in Myanmar, with a vision of “Emergence of a peaceful, prosperous and dignified society that values equity and diversity”. NAG supports CSOs in implementing programs and projects focused on livelihoods, natural resource management, and rural development. NAG operates humanitarian, peace, and development projects in the Central Dry Zone, the Coastal and Delta, the Hilly Region, and the Southeastern Part of Myanmar.

## 2. The Role

Under the overall authority of the Chief Executive Officer and the direct supervision of the Admin and HR Manager, the Admin and HR Assistant is responsible for providing timely, quality, and accurate administrative and HR services to all NAG staff members. The Admin and HR Assistant will work closely with other departments within NAG for providing administrative and HR services.

## 3. Responsibilities

The incumbent will perform the following duties:

### Administrative Tasks

- Purchase, distribute, and maintain office supplies, cleaning, and kitchen materials
- Support to manage timely payment of monthly bills (internet, electricity, telephone, water, etc)
- Assist in organizing meetings and workshops in collaboration with the supply and logistics team to ensure participants' transportation and accommodation.
- Ensure systematic filing and update of documents (memo, movement order, trip plan, trip reports, meeting minutes, etc.).



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## Human Resources Tasks

- Maintain and update HR records as per the organization's policies
- Prepare monthly staff attendance sheets for monthly payroll preparation
- Assist in the recruitment process, receive Job applications, file CVs, prepare a shortlist, and arrange interview schedules.
- Ensure to share the NAG Code of Conduct, HR policies, and get an acknowledgment signature on documents from new staff.

## Others

- Assist in the preparation of the before, during, and after audit process
- Keep up to date with safety and security issues and inform the supervisor of potential or immediate risks
- Perform other related duties as required and assigned by the supervisor.

## 4. Requirements

The ideal candidate will have the following qualifications:

- Relevant bachelor's degree with three years of experience as an Admin and HR Assistant
- Strong interpersonal and organizational skills
- Independent while contributing as part of the team
- Ability to travel to the field offices

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**The Network Activities Group (NAG) is an equal opportunity employer, and we encourage women to apply for positions. 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 Code of Conduct and adhere to it at all times.**

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