

Ministry of Agriculture, Livestock and Irrigation
Department of Rural Development (DRD)
National Community Driven Development Project
IDA Grant H814-MM
Assignment Title: Technical Assistance Finance Officer
(12 Months each) Employment Contract with DRD

Location: (1) position in each of (Tatkone, Pinlebu, Sidoktaya and Ann) Townships

The Republic of the Union of Myanmar has received financing from the World Bank towards the cost of its NCDD Project; website: (<http://cdd.drdmyanmar.org>), which is being implemented by Department of Rural Development (DRD) of the Ministry of Agriculture, Livestock and Irrigation

Introduction

As the need for project implementation is growing strongly, the NCDD project is now looking for the Finance Officer with adequate experience in the areas of Financial role in project implementation who can effectively deliver financial role in sub-project implementation activity and finance training for technical assistance staff, township DRD CF/TF and village tract/village Finance committee in the respective townships.

The overall objective of the assignments is to support township DRD in all aspects of financial in project implementation according to the project manual.

Main Tasks

1. Support township DRD staff in project accounting, day-to-day financial management,, maintenance of financial records, budget category assignment, and preparation of project financial statements
2. Support township DRD staff in the review of monthly financial reports submitted by village tract project support committees
3. Support township DRD staff in the preparation of monthly financial reports for submission to the Union project secretariat
4. Provide on-the-job financial management training to DRD staff;
5. Together with DRD finance officers, provide training in accounting for community facilitators, village tract project support committees village committees and village volunteers
6. Support the finance sub-committees of the village tract project support committees in undertaking their duties
7. Support township DRD staff in reviewing annual submissions of supporting documentation from village tract project support committees and filing in accordance with project guidelines
8. Support township DRD staff in the day to day administration, filing, record keeping and archiving of all documents related to project's administration and all finance documents
9. Support the township DRD staff in managing the operational costs of the project on a day to day basis
10. Support township DRD staff in establishing inventories and inventory controls
11. Support the township DRD staff during financial audits and Bank implementation support missions.

Specific Qualifications

Academic degree in economics, accounting, business administration or related field and at least three years of accounting and financial management experience using computerized accounting systems or at least five years of relevant accounting and financial management experience.

Time and location

The contract will be signed under DRD employment agreement for a 12 months full time assignment, starting from first Dec, 2016 (or as soon as contract negotiation has finalized) The consultant shall be based in the NCDDP Office in respective townships.

To Apply

Application must be submitted in a written form to the address below (in person, or by mail, or by fax or by e-mail) by **November 25, 2016 (OR) until candidate identified**. The applicant should clearly mention the applying township and state names of the townships in his priorities.

Further information may be obtained the address below during office hours from 0900 to 1600, Monday through Friday, except public holidays.

Attn: **U Kyaw Swa Aung** (Director)

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Office No. 14, Nay Pyi Taw, Myanmar.

Tel & Fax: 067 - 409071

Email address: unioncddprocurement@gmail.com

Contact to: Daw Thin Thin Aung (Upper Divisional Clerk)

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