



## ASEAN REGIONAL MINE ACTION CENTER

### POSITION DESCRIPTION

#### Position Description

<b>Country:</b>	ASEAN Member States
<b>Office Location:</b>	Phnom Penh, Cambodia
<b>Position Title:</b>	Mine Risk Education Expert
<b>Reporting to:</b>	Executive Director
<b>Responsible for:</b>	The delivery of outputs and achievement of objectives identified in the project with appliance of monitoring and evaluation process

#### Job Purpose

To assist the ARMAC Permanent Secretariat in project implementation, monitoring and reporting in line with the approved project proposal. The Summary of Project is appended as Annex 1.

#### Key Tasks and Responsibilities

**Project Objective/Outcome 1:** To develop the integrated approach to Mine/ERW risk education (MRE) to improve ERW education for affected communities in ASEAN Member States:

- Review existing MRE approaches conducted by various countries and organisations and IMAS on MRE
- Conduct consultative meetings with various MRE stakeholders to develop the draft integrated approach to MRE
- Organise a side event during one of international mine action events in Geneva to gather inputs on the draft integrated approach to MRE
- Finalise the integrated approach to MRE

**Project Objective/Outcome 2:** To enhance the means of disseminating the MRE information through ARMAC's publication.

- Review and enhance ARMAC's website and social media interfaces and contents
- Develop news/data collection mechanism and collect data/information from AMS for ARMAC magazine articles
- Formulate the ARMAC magazine template and develop the contents for its first publication

**Project Objective/Outcome 3:** To promote April 4 as an ASEAN official day of celebration to mark the Mine Awareness Day

- Develop substance/contents including programme for the event
- Coordinate the panel discussions
- Prepare report for the event

In addition to the three project objectives/outcomes, the MRE expert is required to prepare a monthly, quarterly and completion reports.

## Qualifications

<b>Education:</b>	Required	Preferred
A minimum of bachelor degree in education, communication, international affairs/relations, and any other related field	x	
Master degree in security, peacebuilding, humanitarian assistance and management		x
Certification in project management including monitoring and evaluation, social impacts		x
<b>Experience:</b>		
At least ten (10) years of working experience in the field of education or communication development or awareness raising	x	
Proven experience in development of policy, strategy, approach or guideline	x	
Proven experience in mine action	x	
Proven experience in Mine Risk Education	x	
<b>Skills:</b>		
Advanced management skill and ability to multitasking	x	
Ability to work in a multicultural environment and ability to establish effective working leadership with a team	x	
Diplomacy and negotiation skills	x	
Skills on multilateral relation	x	
Leadership and coordination skills	x	
Good computer skills and knowledge of basic packages (e.g. Office)	x	
Website design		x
<b>Competencies:</b>		
Advance English language competency particularly in writing, reading, speaking and listening		