



ASEAN REGIONAL MINE ACTION CENTER

POSITION DESCRIPTION

Position Description

Country:	Any
Office Location:	Phnom Penh, Cambodia
Position Title:	Intern (non-paid)
Reporting to:	Senior Officer (Mine Action)
Responsible for:	Programme Support

Job Purpose

The intern is to support the project/programme development and implementation, and to develop supporting documents in regard of project/programme activities. If desired by the intern, there is also the opportunity for the intern to work on their own independent research with data/information available/accessible in ARMAC and/or ASEAN Member States.

Key Tasks and Responsibilities

1. Assist the Senior Officer in developing project/programme proposals in line with the Work Plan 2019-2021, as well as in monitoring and evaluation of project/programme including preparation of reports when necessary.
2. Assist the Senior Officer in delivering ARMAC programmes including but not limited to conferences, regional workshops, trainings and meetings.
3. Support the Senior Officer in documentation of projects/programmes.
4. Assist the Senior Officer and/or the Technical Officer of Corporate Affairs (and team) in some necessary matters (in ad-hoc basis) including but not limited to developing and/or editing some key documents (e.g. press release, articles, opinion pieces, etc.).

Qualifications

	Required	Preferred
Education: End-semester student or recent graduate (Master) Programme of ASEAN Studies, International Development, Human Security, Peace and Conflict Resolution, International Relation, Management, Public Policy or other relevant study.	✓	
Experience:		
Good understanding of project management cycle		✓
Develop project/programme proposal		✓
Demonstrated understanding of inter-government mechanisms		✓
Skills:		

Excellent written and verbal communication skills	✓	
Knowledge of ASEAN mechanism		✓
Experience and knowledge of mine action sector		✓
Competencies:		
Good teamwork		
Open-minded and adaptive to any situation in new working environment		