



ASEAN REGIONAL MINE ACTION CENTER

POSITION DESCRIPTION

Position Description

Country:	Any
Office Location:	Phnom Penh, Cambodia
Position Title:	Intern (Victim Assistance Project)
Reporting to:	Senior Project Manager
Responsible for:	Project Implementation Support

Job Purpose

To assist the Project Manager, Project Officer and ARMAC Permanent Secretariat in project implementation, monitoring and reporting in line with the approved project proposal.

Key Tasks and Responsibilities

Project Objective 1: To promote the establishment of victim assistance network as a regional platform for various stakeholders among ASEAN

- Support Project Officer in providing logistic and other administrative arrangements for consultative meetings;
- Support Project Officer in providing logistic and other administrative arrangements for inception meeting and regional workshop;
- Support the Project Officer and Project Manager in developing documentary video capturing the voices of victims and context of mine/ERW impact in each affected AMS; and
- Assist the Project Manager and Project Officer in developing TOR of regional victim assistance network

Project Objective 2: To assist the ASEAN Member States (AMS) on the victim-assistance-related knowledge sharing, need/s and resource/s assessment and possibility of its mobilisation.

- Support Project Officer in providing logistic and other administrative arrangements for inception meetings and regional workshops;
- Assist the Project Officer and Project Manager to produce an overview of victim assistance and regional victim assistance network in ASEAN;
- Assist the Project Officer and the Project Manager to organise Expo of Victim Assistance Providers alongside with the second workshop; and
- Assist the Project Officer and the Project Manager to produce a package of VA country profile sheets and Guideline to Enhance VA.

Project Objective 3: To assess the needs of the victims of mine/ERW in the affected AMS for further assistance

- Support Project Officer in providing logistic and administrative supports to:
 - o Conduct of national workshops on supports (including medical, physical rehabilitation, psychosocial support) to mine/ERW victim in Lao PDR, Myanmar, Thailand and Vietnam by securing participation from medical physicians and professional and victim assistance stakeholders from the mine/ERW affected AMS;
 - o Conduct field visits to and focus group discussions with victims of mines/ERW, and meetings with medical and rehabilitation providers in the affected provinces;
 - o Develop reports of the national workshops and field visits including focus group discussions;
 - o Develop a proposal of “needs based assistance to victims of mine/ERW”; and
 - o Submit the proposal to potential donor/donors.

Project Objective 4: To assist the ASEAN Member States (AMS) in providing psychosocial supports to the victims of mine/ERW

- Support Project Officer in providing logistic and administrative supports to:
 - o Conduct Professionals Skill Transfer Programme to provide lecture to doctors, nurse specialists, allied health professionals and medical students on psychosocial supports.
 - o Conduct Train-the-trainer for psychosocial supports to health care workers from the provincial hospitals and patient rehabilitation centres.
 - o Conduct Community Health Workshops to community leaders, peer leaders and others who has contact with victims of mine/ERW.
 - o Conduct continuing Training for Master Trainers to for master trainers as change champions in their respective hospitals/centre.
 - o Document good practices and replicate the tailored programme to other affected AMS including Lao PDR, Myanmar, Thailand and Viet Nam.

Project Objective 5: To conduct research regarding the “Mine Victim Assistance Inclusive Services in Cambodia,” as well as “Community Perspectives of Humanitarian Mine Action in Laos and Viet Nam”

- Support Project Officer in providing logistic and administrative support to organise a workshop to disseminate research findings –only when requested.

The Intern who is Fresh Graduates and/or Last Year Graduate Students, will be based in ARMAC Permanent Secretariat, and all supports will be delivered via the Secretariat. In addition to support to the project, the Intern may be given an opportunity to gain knowledge related to mine action and ASEAN mechanism, as well as working experience with ARMAC. Therefore, the Intern will also involve in some day-to-day work in ARMAC during his/her internship programme.

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		