



ASEAN REGIONAL MINE ACTION CENTER

POSITION DESCRIPTION (PD)

Position Description

Country:	Cambodia
Office Location:	Permanent Secretariat of ASEAN Regional Mine Action Center (ARMAC)
Position Title:	Senior Technical Officer/Programme Coordinator (Mine Action)
Reporting to:	Executive Director (ED)
Responsible for:	ARMAC's projects/programmes coordination and management (which include design, implementation and monitoring/evaluation); coordination and communication with national mine action authorities/centres, mine action organisations and other relevant stakeholders in ASEAN and beyond; and alongside the ED on partner/donor management, resources mobilisation and ARMAC's visibility/publicity.

Job Purpose

The purpose of this position is to (i) coordinate and manage ARMAC's projects/programmes which cover project/programme design, implementation and monitoring and evaluation; (ii) initiate communication as well as coordination with national mine action authorities/centres, mine action organisations and other relevant stakeholders in ASEAN and beyond where relevant; and (iii) support the ED in partners/donors management, resource mobilisation for both ARMAC's operation and programme, and ARMAC's visibility and reputation promotion.

Key Tasks and Responsibilities

- Assist the ED in the development and implementation of the Center's short and long-term work plan in accordance with the TOR of the Center, guidelines, policies and procedures
- Provide supports/inputs on the Center's strategic planning, priority-setting and capacity development on both operation and programme areas
- Design, implement and monitor/evaluate ARMAC's projects/programmes in accordance with ARMAC's Mandate and Function as well as ARMAC's Work Plan
- Coordinate the implementation of projects/programmes with project personnel and relevant ARMAC's staff
- Collaborate with relevant partners/donors to develop capacity development activities on mine action and other relevant areas
- Collaborate with researcher/s, academic/research institute and/or other relevant organisations to develop research/study on mine action related issues in ASEAN and beyond
- Assist the ED in raising fund and other in-kind contributions from potential donors/partners for ARMAC's projects/programmes and operation
- Assist the ED in identifying relevant partners/donors, developing partners/donors' profile and managing communication and coordination with current and potential partners/donors

- Communicate and coordinate with national mine action authorities/centres, mine action organisations and other relevant stakeholders including experts, academic/research institutions, etc. in ASEAN and beyond for any prospective cooperation
- Undertake missions to fields and/or relevant events to assess and study mine action programmes in ASEAN and beyond where inquired and relevant
- Provide substantive and technical programme support/inputs to the ASEAN Member States when inquired and relevant
- Assist the Permanent Secretariat (PS) in the arrangement of the Steering Committee Meeting and other meetings including the preparation of the summary record of the meeting when relevant
- Assist the PS in the preparation of the monthly, quarterly and annual report of both ARMAC's operation and programmes

Qualifications

Education:	Required	Preferred
Minimum of Bachelor Degree or equivalent in international relations, political or social sciences, management, public administration or other related fields	✓	
Knowledge of Mine Action including Pillars of Mine Action, International Mine Action Standard/Law/Treaty/Convention and/or other relevance i.e. regionalism and international/regional political-security cooperation	✓	
Certification on project cycle/management		✓
Certifications on mine action related capacity building i.e. trainings		✓
Experience and skills:		
Minimum of 3-year experience in mine action and/or other relevant sector	✓	
Minimum of 3-year experience working with Government/Public Sector, ASEAN mechanism/processes, Inter-governmental Organisation and/or Civil Society Organisations/Non-Governmental Organisations,	✓	
Minimum of 3-year experience in programme design, implementation, monitoring and evaluation	✓	
Experience in partner/donor management		✓
Have the necessary and relevant background and understanding in international and regional cooperation/mechanism and diplomacy		✓
Good interpersonal, negotiation and communication skills, including experience in cross-cultural and international working environment	✓	
Excellent communication skills in English (both oral & written)	✓	
Technical Competencies:		
Good understanding of project cycle and relevant project/programme management tools and methodology	✓	
Good understanding of aspects of mine action and fundamental concepts of other relevant disciplines	✓	
Good understanding of ASEAN mechanism/processes	✓	
Sound understanding of humanitarian assistance		✓
Good interpersonal, negotiation and communication skills, including experience in cross-cultural and international working environment	✓	
Excellent communication skills in English (both oral & written)	✓	
Functional Competencies:		

Ability to deliver high accuracy/quality of works and outputs within timeline and/or under time-pressure and to work with minimum supervision and flexible time
Ability to travel locally/regionally/internationally for missions when needed
Ability to develop and cultivate good working relationship with communities, ASEAN Member States, ASEAN partners, other partners/donors, relevant international/regional entities, civil society organisations, academic/research institution, private sectors and other stakeholders
Culturally-sensitive and ability to respect diversity