



ASEAN REGIONAL MINE ACTION CENTER

POSITION DESCRIPTION

Position Description

Country:	ASEAN Member States
Office Location:	Phnom Penh, Cambodia
Position Title:	Project Manager
Reporting to:	ARMAC Senior Technical Officer of Mine Action
Responsible for:	The delivery of outputs and achievement of objectives identified in the project in compliance with the approved project proposal

Job Purpose

To assist the 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

- Coordinate with the focal points and related stakeholders.
- Conduct consultative meetings in mine/ERW affected states (Cambodia, Lao PDR, Myanmar, Thailand and Viet Nam) and develop consultative meeting reports.
- Conduct a regional workshop to generate inputs for a draft terms of reference (TOR) of the regional victim assistance network and develop a workshop report.
- Finalize the terms of reference of the regional victim assistance network.
- Submit the terms of reference of the regional victim assistance network to the ASEAN Member States (AMS).
- Develop documentary video capturing the voices of victims and context of mine/ERW impact in each affected AMS.
- Coordinate with the focal points and related stakeholders of host countries during preparation.
- Conduct an inaugural regional workshop (including inception meeting) alongside with the establishment 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.

- Conduct inception meetings and regional workshops to share knowledge and best practices regarding victim assistance and to collect inputs for the development of the regional victim assistance networks.

- Establish and maintain the regional victim assistance networks in ASEAN.
- Coordinate with the focal points and related stakeholders of host countries during preparation.
- Produce an overview of victim assistance and regional victim assistance network in ASEAN.
- Organise Expo of Victim Assistance Providers alongside with the second workshop.
- (Alongside partner) produce a package of VA country profile sheets and Guideline to Enhance VA.
- Develop the report of the workshops.

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

Collaborate with SingHealth and a Korean institution to:

- Collaborate with the Consultant, SingHealth and Korean Medical Institution 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 Assist in developing reports of the national workshops and field visits including focus group discussions.
 - o Assist (only the Consultant) in developing a proposal of “needs based assistance to victims of mine/ERW”; and
- Submit the proposal to potential donor/donors.
- Ensure overall arrangement for the national workshop and field visit are taken place.
- Coordinate with the focal points and related stakeholders of host countries during preparation of both national workshop and field visit.
- Manage overall agenda for both national workshop and field visit.

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

- Coordinate with the focal points and related stakeholders of host country (Cambodia) during preparation of the psychosocial support programme.
- Manage overall agenda and ensure overall arrangement are taken place.
- Support SingHealth in conducting Professionals Skill Transfer Programme to provide lecture to doctors, nurse specialists, allied health professionals and medical students on psychosocial supports.
- Support SingHealth in conducting Train-the-trainer for psychosocial supports to health care workers from the provincial hospitals and patient rehabilitation centres.
- Support SingHealth in conducting Community Health Workshops to community leaders, peer leaders and others who has contact with victims of mine/ERW.
- Support SingHealth in conducting continuing Training for Master Trainers to for master trainers as change champions in their respective hospitals/centre.
- Support SingHealth in documenting good practices and replicate the tailored programme to other affected AMS including Lao PDR, Myanmar, Thailand and Viet Nam.

- Collaborate with SingHealth in developing the report which include overall implementation of psychosocial support programme, as well as recommendations for upcoming programmes.

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”.

Supervise to:

- Conduct literature review and overall desk study
- Develop research proposals, research methodology and tools
- Conduct interviews with relevant stakeholders
- Understudy Implementation
- Conduct data analysis and compiling findings
- Develop research report
- Conduct a workshop to disseminate research findings

In addition to the five project objectives, the Project Manager is required to (i) regularly update the Workplan, Budget and any supporting documents; (ii) manage overall arrangement, coordination and communication with relevant stakeholders; (iii) ensure the achievement of all five objectives; and (iii) prepare monthly, quarterly, annual reports, mid-term and end-project reports.

Qualifications		
Education:	Required	Preferred
Master degree in management, communication, international affairs/relations, and any other related field.	x	
Certification in project management including monitoring and evaluation		x
Experience:	Required	Preferred
At least ten (10) years of working experience in the development/ humanitarian projects/programmes	x	
Proven experience in mine action	x	
Proven experience in mine/explosive remnants of war victim assistance	x	
Proven experience in health sector especially that related to psychological support	x	
Proven experience in management of community network	x	

Proven experience in direct interaction with vulnerable people	x	
Skills:		
Advance 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 skill	x	
Skills on multilateral relation	x	
Leadership and coordination skill	x	
Good computer skill and knowledge of basic packages (e.g. Office)	x	
Competencies:		
Advance English language competency particularly in writing, reading, speaking and listening		