



ASEAN REGIONAL MINE ACTION CENTER

POSITION DESCRIPTION

Position Description

Country:	ASEAN Member States
Office Location:	Phnom Penh, Cambodia
Position Title:	Project Officer
Reporting to:	Project Manager
Responsible for:	The delivery of outputs and achievement of objectives identified in the project under the guidance of the Project Manager.

Job Purpose

To assist the Project Manager 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

- Provide logistic and other administrative supports and organise consultative meetings in mine/ERW affected states (Cambodia, Lao PDR, Myanmar, Thailand and Viet Nam).
- Provide logistic and other administrative supports and organise a regional workshop (and inception meeting) to generate inputs for a draft terms of reference (TOR) of the regional victim assistance network.
- Support the Project Manager to develop the workshop and meeting reports.
- Support the Project Manager in developing documentary video capturing the voices of victims and context of mine/ERW impact in each affected AMS.
- Assist the Project Manager 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 the Project Manager to organise 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.
- Maintain the victim assistance networks in ASEAN.

- Assist the Project Manager to coordinate with the focal points and related stakeholders of host countries during preparation.
- Provide logistic and other administrative supports and organise inception meetings and regional workshops on victim assistance related needs and resources in ASEAN.
- Assist the Project Manager to produce an overview of victim assistance and regional victim assistance network in ASEAN.
- Support the Project Manager to organise Expo of Victim Assistance Providers alongside with the second workshop.
- Support the Project Manager and partner to produce a package of VA country profile sheets and Guideline to Enhance VA.
- Support the Project Manager to develop and document regional workshop reports.

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

- Provide 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.”
 - o Submit the proposal to potential donor/donors.
- Support the Project Manager to ensure overall arrangement for the national workshop and field visit are taken place.

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

- Provide 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.
- Support the Project Manager to ensure overall arrangement are taken place

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”.

- Provide logistic and administrative support for the conduct of the research together with Center for Khmer Studies including organising meetings and facilitating the communication between the researchers and the host countries –only when requested; and
- Provide logistic and administrative support to organise a workshop to disseminate research findings –only when requested.

In addition to the five project objectives, the Project Officer is required to support 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
A minimum of bachelor degree in management, communication, international affairs/relations, and any other related field.	x	
Master degree in international relation, management, peacebuilding, and humanitarian assistance		x
Certification in project management		x
Experience:		
At least five (5) years of working experience in the development/humanitarian projects/programmes	x	
Proven experience in organising workshops, trainings and meetings	x	
Proven experience in mine/explosive remnants of war victim assistance	x	
Proven experience in health project especially that related to psychological support		x
Skills:		
Advance multi-tasking skill	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	
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		