



# ASEAN REGIONAL MINE ACTION CENTER

## Internship Opportunity

### **Background:**

The ASEAN Regional Mine Action Center (ARMAC) was established as a follow-up to the ASEAN Leaders' Statement on the Establishment of an ASEAN Regional Mine Action Center adopted on 18 November 2012. ARMAC has the mandate and functions to serve as a center of excellence to encourage efforts to address explosive remnants of war (ERW) for interested ASEAN Member States (AMS); and facilitate cooperation between the interested AMS and relevant institutions to:

- a) Enhance awareness programmes on the dangers of ERW among affected communities;
- b) Facilitate appropriate medical and rehabilitation assistance for victims of ERW, upon request from the affected ASEAN Member States; and
- c) Assist interested ASEAN Member States in research and knowledge sharing on the effects of ERW and efforts to address them, including through writing proposals for technical assistance projects and funding, at their specific and individual request.

ARMAC, based in Phnom Penh, was officially launched on 25 May 2016. As an entity associated with ASEAN under Article 16 of the ASEAN Charter, operates in accordance with the Charter and is guided by the ASEAN Political-Security Community Blueprint 2025.

The ASEAN Regional Mine Action Center is inviting students and/or fresh graduates to apply for the position of **Programme Support Intern**. Through the internship programme, the selected intern/s will gain her/his capacity in working inter-governmental organisations with multi-cultural environment.

### **Function:**

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 in conducting research where relevant;
5. 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 draft communication and knowledge products including press release, articles, opinion pieces, etc.

### **Qualifications:**

- a) Enrolled in a graduate school (second university degree or higher) of **OR** recently graduated from *ASEAN Studies, International Development, Human Security, Peace and*

- Conflict Resolution, International Relation, Management, Public Policy or other relevant study;
- b) Proficiency in English with excellent written and verbal communication skills is required;
  - c) Good understanding of project management cycle and ability to develop project/programme proposal are preferred;
  - d) Knowledge of ASEAN mechanism and/or mine action sector is an asset;
  - e) Computer literate in standard software applications. Ability to work on design and programme related software applications is an asset;
  - f) Demonstrated the ability to work with individuals and/or team with multi-cultural environment is required

### **General Condition**

**Duration.** Internship assignments vary in length according to the selected intern/s' preference. However, the internship shall last no less than three months.

**Expenses.** The selected intern/s are not financially remunerated by ARMAC. Thus, all costs associated with the selected inters' participation in this programme shall be borne by the selected intern/s and/or by her/his sponsor. Cost incurred by the selected intern/s (i.e. undertaking mission or business travel) at the request of ARMAC, in the discharge of the activities related to the internship shall be borne by ARMAC on the same basis as costs incurred by ARMAC's personnel (i.e. including transportation and daily subsistence allowance) as applicable.

**Insurance.** Applicants from outside Cambodia shall be able to show valid medical insurance for Cambodia during the internship programme. The insurance shall include adequate coverage in the event of an injury or illness during the internship programme which (i) requires transportation to the Home Country or Country of Residence for further treatment; or (ii) results in death and requires preparation and return of the remains to the Home Country, or Country of Residence.

### **How to apply:**

Please send following required documents:

- **500-words motivational letter** indicating the applied position;
- **a copy of most updated curriculum vitae;**
- **university letter of enrolment OR graduation certificate;**
- **copy of passport with a recent photograph;** and
- **a medical certificate of good health** (upon acceptance)

A proof of valid medical insurance for the period of internship programme (as proposed by the selected intern/s) for Cambodia shall be submitted upon ARMAC's notification. Additionally, both ARMAC and the selected intern/s will sign internship agreement before the commencement.

Incomplete application will **NOT** be considered, and only shortlisted candidates will be notified.

The application can be submitted to email address: [recruitment@aseanmineaction.org](mailto:recruitment@aseanmineaction.org) with subject "PSI APP" by **31 May 2021, 23:00 (GMT +7)**

More information about ARMAC, visit [www.aseanmineaction.org](http://www.aseanmineaction.org)