



ASEAN REGIONAL MINE ACTION CENTER

POSITION DESCRIPTION (PD)

Overview

Country:	Cambodia
Office Location:	Permanent Secretariat (PS) of ASEAN Regional Mine Action Center (ARMAC)
Position Title:	Secretary
Reporting to:	Executive Director (ED)
Responsible for:	Providing secretarial, administrative and logistical supports to ARMAC including meeting arrangements, flight bookings, minute taking, inventory/fixed asset administration and security management in accordance with the ARMAC Guidelines, Policies and Manuals.

Job Purpose

- Provide administrative secretarial services in order to ensure effective and efficient operations
- To provide logistical support to the Permanent Secretariat of ARMAC
- To comply with ARMAC's financial, administration, ICT, procurement, assets management, project management and human resources guidelines, policies and manuals

Key Tasks and Responsibilities

Provide administrative and secretarial support in order to ensure effective and efficient operations

- Coordinate meeting appointments via calendar appointments to internal and external stakeholders as required
- Distribute and handle incoming and outgoing mails, courier and other documentation
- Prepare correspondence letters, contracts and agreements
- Establish and maintain filing system including confidential files
- Prepare travel and accommodation instructions, travel advances, and flight bookings for ARMAC's personnel, meeting/training participants, and other delegates.
- Prepare travel expense reports/claims/settlement.
- Oversee the protocol arrangements for ARMAC's organized events.
- Support audit related activities as and when required

Ensure the efficient flow and storage of goods from their point of origin to the point of consumption and in accordance with ARMAC policies and manuals:

- Assist in organizing events including inter alias, ceremonies, workshops, training, conferences and meetings by providing necessary logistical support and other aspects as required.
- Conduct regular assessments of the logistical needs of the Permanent Secretariat and its relevant projects/programmes.
- Update the inventory register including fixed assets, inventory assets, and stock card/ supplies.
- Maintain the security and cleanliness of the office and the vicinity of ARMAC
- Other work-related duties and responsibilities that may be reasonably assigned by the ED of ARMAC.

Qualifications

Education:	Required	Preferred
Minimum of Bachelor Degree in Business Administration /Management/ Economics	✓	
Professional qualification in administration and/or office management		✓
Experience:		
Minimum of three years of experience in administration/secretarial/office management	✓	
Previous experience with NGOs or INGOs or inter-governmental organizations.		✓
Experience with logistics or assets management		✓
Skills:		
Proven skills in administration, logistics and office management	✓	
Good command of English (Reading, Writing, Speaking, Listening, and comprehension)	✓	
Willingness to learn new things and able work under pressure.	✓	
Good team player with strong interpersonal/communication skills.		✓
Analytical and problem-solving skills.	✓	
Time management and decision-making skills.	✓	
Very effective organizational skills, attention to detail and high level of accuracy.	✓	
Computer skills including the ability to operate computerized accounting, MS. Office, and email at a highly proficient level.	✓	
Stress management skills.		✓
Competencies:		
Knowledge and understanding of office administration, secretarial and logistics.		
Knowledge of asset management		
Ability to produce reports, make minute records, and maintain confidential files.		
Ability to maintain a high level of accuracy.		
Mature personality with multicultural sensitivity		