



# ASEAN REGIONAL MINE ACTION CENTER

## Job Vacancy

The ASEAN Regional Mine Action Center (ARMAC) was established by the ASEAN leaders during the 21<sup>st</sup> ASEAN Summit in Phnom Penh in 2012. The Permanent Secretariat (PS) of ARMAC is based in Phnom Penh, Cambodia. ARMAC which is guided by the ASEAN Charter and ASEAN Political Security Blueprint 2025, aims to serve as a Center of Excellence in mine action/ERW with the following mandate and functions:

1. Enhance awareness programs on the dangers of ERW among affected communities;
2. Facilitate appropriate medical and rehabilitation assistance for victims of ERW, upon request from the affected ASEAN Member States; and
3. 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 is looking for a qualified ASEAN Nationals to fill in the post of **Secretary**

Location : The Permanent Secretariat of ARMAC, Phnom Penh, Cambodia

Report to : Executive Director

Job Purpose : Providing secretarial, administrative and logistical supports to ARMAC including meeting arrangement, flight booking, minute taking, inventory/fixed asset administration and security management in accordance with ARMAC Guidelines, Policies and Manuals.

### Remuneration and Benefits:

The successful candidate, subject to initial three (3) months probationary period, will be offered an attractive remuneration package to be negotiated and commensurate to the experience and qualification of the candidates. Other benefits including insurances, transport allowance as well as further professional development opportunity will be provided.

### How to apply:

Interested applicants can download the detailed Position Description (PD) from the [ARMAC's website \(https://aseanmineaction.org/opportunities/#vacancy\)](https://aseanmineaction.org/opportunities/#vacancy) or request from, and send the application indicating the applied position together with a cover letter and detailed curriculum vitae to the following address or email address:

ASEAN Regional Mine Action Center (ARMAC) #29, Street 115, Sangkat Veal Vong, Khan 7 Makara, Phnom Penh, Cambodia; Email: [recruitment@aseanmineaction.org](mailto:recruitment@aseanmineaction.org)

To learn more about ARMAC please visit our website: <http://aseanmineaction.org>

Application Deadline: 31 May 2021 (5.00pm local time - GMT+7).

*We would shortlist the application/s on a rolling basis as we receive them. The job vacancy may be filled before the closing date of the advertisement if a suitable candidate has been selected.*