



ASEAN REGIONAL MINE ACTION CENTER

POSITION DESCRIPTION (PD)

Position Description

Country:	Cambodia
Office Location:	Permanent Secretariat of ASEAN Regional Mine Action Center (ARMAC)
Position Title:	Technical Officer for Corporate Affairs
Reporting to:	Executive Director (ED)
Responsible for:	Overseeing ARMAC's operations including finance, HR, administration, audits, logistics, procurement, communications, IT, protocol, and ARMAC's visibility/publicity.

Job Purpose

The purpose of this position is to:

- Supervise the functions of the Finance/Accounting and Office Administration
- Facilitate communication within the ARMAC Permanent Secretariat (PS) and communication between ARMAC PS and focal persons of the Embassies/MoFAs of the ASEAN member states and partners
- Ensure the Finance, HR, procurement, administration, protocol, and logistics in strict compliance with host country's laws and ARMAC policies, manuals and guidelines
- Provide ICT including social media and IT technical supports to the ARMAC Permanent Secretariat
- Support ARMAC recruitment processes, internal administration and capacity development of staff
- Ensure ARMAC day-to-day operations are in strict compliance with ARMAC's policies
- Support ED in implementing strategic plan/work plan and resource mobilisation and other tasks as assigned from time to time by ED

Key Tasks and Responsibilities

Finance and Accounting

- Develop ARMAC's operational annual budget and other programme budget plans
- Ensure monthly and annual tax filings are complied with host country's requirements
- Prepare for, support and implement the recommendations of the Annual External Audit and any internal audits required
- Monitor day-to-day financial transactions within the ARMAC Permanent Secretariat.
- Ensure funds are spent in accordance with approved budgets, restrictions and according to instructions agreed upon with the partner and donor to ensure proper accountability and transparency
- Verify that transactions comply with financial policies and procedures
- Ensure that the Quickbook Accounting System is fully updated and meets internal accounting requirements
- Ensure allowances and salaries are paid in accordance with ARMAC guidelines and policies and host country laws in an accurate and timely manner
- To conduct spot checks/ financial and operations reviews and provide timely report on key findings

Administration

- Ensure all ARMAC policies, manuals, guidelines, rules and regulations are strictly followed
- Oversee the protocol arrangements for ARMAC's organized events/meetings
- Oversee internal information management system
- Draft correspondence letters, contracts and agreements, internal memos/guidelines/rules and regulations for ED's approval
- Assist the PS in the arrangement of the Steering Committee Meetings
- Assist the PS in the preparation of the monthly, quarterly and annual reports
- Ensure the security and proper maintenance of the cleanliness of the premise of the PS and the vicinity of ARMAC

Procurement and Logistics

- Assess logistical needs of the PS and its relevant projects on regular basis
- Assist in organizing events including inter alias, ceremony, workshop, training, conference and meeting by providing necessary logistical support
- Maintain, safeguard and update the inventory register including fixed assets, inventory assets, and stock card/ supplies
- Oversee the procurement of goods, works and services, and ensure that they are in compliance with the procurement policies
- Manage contracts with the supplier, contractor and service provider by ensuring the contract compliance and timely payment
- Prepare annual procurement plans
- Develop and maintain supplier/vendor list

Human Resources

- Take a lead role in recruitment process including vacancy advertising, shortlisting, interviewing, selecting and contract awarding etc
- Conduct performance evaluation of finance and admin personnel on annual or ad-hoc basis
- Consolidate personnel capacity development plan
- Ensure personal files are maintained and kept confidential

Communication and ICT

- Maintain and update ARMAC's social media, website and Mailchimp (ARMAC e-newsletter)
- Ensure the proper running of ARMAC's IT systems including network, server, email and website etc.
- Ensure server data are properly stored and backed up on regular basis
- Assist ED in organising regular publications of ARMAC activities and disseminate through all credible media channels
- Assist ED in fund raising activities
- Facilitate communication within the PS and communication between ARMAC PS and focal persons of the Embassies/MoFAs of the ASEAN member states and partners
- Assist ED in implementing ARMAC's communication strategy

Qualifications

Education:	Required	Preferred
Minimum of Bachelor Degree or equivalent in business administration, finance, or other related fields	✓	
Knowledge of finance, protocol, logistics, procurement, administration, human resources, IT, internal and external audits, taxation and ASEAN mechanism	✓	
Professional qualification in chartered certified accountant		✓
Experience and skills:		
Minimum of 3-year experience in finance, logistics, procurement, administration and human resources	✓	
Minimum of 3-year experience working with Government/Public Sector, entities associated with ASEAN, Inter-governmental Organisation and/or Not-For-Profit-Organisations		✓
Experience in policies/manuals/guidelines development or revision	✓	
Experience in partner/donor management and private sector engagement		✓
Possess relevant background and understanding in international and regional cooperation/mechanism		✓
Good interpersonal, negotiation and communication skills, including experience in multi-cultural working environment	✓	
Technical Competencies:		
Good knowledge of financial accounting, managerial accounting, internal and external audits concepts	✓	
Good understanding of logistics, procurement, human resources, taxation procedures	✓	
Good understanding of protocol processes and ASEAN mechanism	✓	
Good understanding of IT aspects including hardware, software and cloud systems	✓	
Good English language and communication skills	✓	
Functional Competencies:		
Ability to deliver high accuracy/quality of works and outputs within timeline and/or under time-pressure and to work with minimum supervision and flexible time		
Ability to travel locally/regionally/internationally for missions when needed		
Ability to develop and cultivate good working relationship with stakeholders		
Ability to deal with senior officials/delegates in multi-cultural settings with mature personality		