



## 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 Explosive Remnants of War (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 **Accountant**:

- Location : The Permanent Secretariat of ARMAC, Phnom Penh, Cambodia
- Report to : Technical Officer for Corporate Affairs
- Job Purpose : Processing and monitoring payments and expenditures; preparing payroll and taxes calculation; maintaining the books of accounts; preparing accurate monthly, quarterly and annual financial statements; and carrying out internal audit; in line with ARMAC Guidelines, Policies and Manuals.

#### Remuneration and Benefits:

The successful candidates, subject to initial three (3) months' probationary period, will be offered a gross monthly salary range between **800 - 1,000 USD** and attractive remuneration package including monthly transportation allowance, outpatient medical reimbursement, group of hospital & accident insurance, 13<sup>th</sup> month's salary, as well as a professional development opportunity.

#### How to apply:

Interested applicants can download the detailed Terms of Reference (TOR) from the ARMAC's website 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: **6<sup>th</sup> September 2021** (5.00pm local time)

Note: Only shortlisted candidates will be notified for further interview.