



ASEAN REGIONAL MINE ACTION CENTER

Annex 02 03

POSITION DESCRIPTION

Position Description

Country:	Cambodia
Office Location:	ASEAN Regional Mine Action Center Permanent Secretariat Headquarters, Phnom Penh
Position Title:	Programme Analyst, Mine Action
Reporting to:	Senior Technical Officer, Mine Action
Responsible for:	Portfolio Development, Programme Monitoring, Strategic Partnership and Resource Mobilization, and Technical Support to the ARMAC Mine Action Programme

Job Purpose

Level of responsibilities and accountability

- Monitor the implementation and progress of the mine action programme portfolio;
- Provide mine action technical support;
- Support the development process of mine action projects in the region;
- Contribute to the implementation of the mine action advocacy and resource mobilization strategies;
- Contribute to the development of effective partnerships with governments, donors and partners through advocacy and knowledge sharing.

Enabling environment

The Programme Analyst (Mine Action) is expected to work on promoting cross unit communication and collaboration between ARMAC and partners.

Internal/External focus of the job

Under the direct supervision of Senior Technical Officer, Mine Action, the Programme Specialist will closely work with other members of Mine Action Team including project staff, interns, and volunteers as well as staff from the Corporate Affairs.

Externally, the Programme Analyst will be responsible for liaising with ASEAN national mine action and government agencies, as well as other mine action role players in the ASEAN region.

Key Tasks and Responsibilities

Summary of key functions

Portfolio Development, Programme Monitoring, Strategic Partnership and Resource Mobilization, and Technical Support to the ARMAC Mine Action Programme

Portfolio Development

- Initiate and facilitate the development and implementation of Mine / ERW Victim Assistance strategy in close cooperation with NMAAs/NMACs, donors and partners;
- Identify and evaluate possible partners for the execution of portfolio strategy;

- Facilitate a need assessment in cooperation with NMAAs/NMACs; and
- Support in identifying and proposing areas for ARMAC mine action support, and contribute to the development of project proposals for mine action, in the light of regional priorities and ARMAC strategic areas of focus and comparative advantages.

Monitoring of Programme

- Ensure the monitoring of ongoing projects substantively through review of work plans, progress and performance, and propose directions and solutions to emerging issues; and
- Monitor the financial performance of projects to ensure timely delivery of inputs and achievement of targets (delivery).

Strategic Partnership and Resource Mobilization

- Contribute fully to ARMAC Resource Mobilization objectives with counterparts, bilaterals, and multilateral aid agencies through advocacy of ARMAC's comparative advantages in mine action and capacity to perform and deliver quality and timely results;
- Coordinate and assist in organizing capacity building activities with ARMAC colleagues, and counterparts from governments, donors and partners;
- Support in the preparation of draft project proposals/concept papers for discussion with potential donors; and
- Support in the preparation of narrative and financial reports for submission to donor partners as required.

Communication and Mine Action Advocacy

- Manage required documentations for various projects in an organized manner;
- Access mine action knowledge base, distil best practices, and facilitate their dissemination within and among partners and stakeholders;
- Share knowledge, build and sustain working relationships with counterparts in the region; and
- Contribute in the writing of periodic reports, online content and other knowledge products.

Qualifications

	Required	Preferred
Education		
<ul style="list-style-type: none"> • Bachelor's degree in Engineering, Economics, or related field; 	✓	
<ul style="list-style-type: none"> • Knowledge of Mine Action including Pillars of Mine Action, International Mine Action Standard and/or other relevance i.e. regionalism and international/regional political-security cooperation 		✓
<ul style="list-style-type: none"> • Certification on project cycle/management or Certifications on mine action related capacity building. 		✓
Experience and Skills		
<ul style="list-style-type: none"> • Minimum 10 years of practical experience in Mine/ERW; Victims Assistance programme / service planning and monitoring, project management and administration; 	✓	
<ul style="list-style-type: none"> • Experience in dealing with various levels of governments, international and national NGOs, bilateral donors; 	✓	
<ul style="list-style-type: none"> • Previous experience working with an international agency 	✓	
<ul style="list-style-type: none"> • Good interpersonal and negotiating skills; • Excellent computer skills (database, spreadsheets, word processing, presentations); • Fluency in English (spoken and written). Working knowledge of Khmer, Lao and/or Thai language would be an asset but not a requirement. 	✓	

Competencies
<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • Ability to travel locally/regionally/internationally for missions when needed
<ul style="list-style-type: none"> • Ability to develop and cultivate good working relationship with communities, ASEAN MemberStates, ASEAN partners, other partners/donors, relevant international/regional entities, civil society organizations, academic/research institution, private sectors and other stakeholders
<ul style="list-style-type: none"> • Culturally-sensitive and ability to respect diversity

Submitting Applications:

Please send your application to ASEAN Regional Mine Action Center (ARMAC) #29, Street 115, Sangkat Veal Vong, Khan 7 Makara, Phnom Penh 120307, Cambodia or send email to recruitment@aseanmineaction.org and cc: info@aseanmineaction.org not later than 02 February 2022. Only shortlisted candidates will be notified.

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