



## POSITION DESCRIPTION

### Position Description

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| <b>Office and Country and Location:</b> | ASEAN Regional Mine Action Center Permanent Secretariat Headquarters, Phnom Penh, Cambodia |
| <b>Preferred Nationalities:</b>         | Korean National Only   |
| <b>Position Title:</b>                  | <b>Intern (Victim Assistance Project)</b>  |
| <b>Reporting to:</b>                    | Project Manager  |
| <b>Responsible for:</b>                 | Project Implementation Support   |

### Job Purpose

To assist the Project Manager, Project Officer and ARMAC Permanent Secretariat in project implementation, monitoring and reporting in line with the approved project proposal.

### Key Tasks and Responsibilities

**Project Objective 1:** To promote the establishment of victim assistance network (VAN) as a regional platform for various stakeholders among ASEAN;

**Project Objective 2:** To assist the ASEAN Member States (AMS) on the victim-assistance- related knowledge sharing, need/s and resource/s assessment and possibility of its mobilization;

- Under Project objective 1 and 2, series of meetings and workshops will be conducted by ARMAC Victim Assistance Project team, the intern is expected to support the Project implementation as follows:
  - o To assist in providing logistic and other administrative arrangements for consultative meetings and the regional workshops (including inception/preparation meeting) and an expo;
  - o To assist in developing technical contents of the Meetings and the Workshops
  - o To support in taking notes/minutes and developing reports of the national and regional consultative meetings, inception meetings and other related regional Workshops;
  - o To assist developing video concept notes and related technical content capturing the voices of victims and context of explosive ordnance (EO) impact in focal affected AMS;
  - o To assist developing Term of Reference of Regional Victim Assistance Network (VAN)
  - o To assist producing an overview of victim assistance and the Regional VAN in ASEAN;

**Project Objective 3:** To assess the needs of the victims of EO in the affected AMS for further assistance;

- At least four national workshops and field visits will be carried out in the focal countries, the intern is expected to assist the Project in providing **logistic and administrative supports** to:
  - o Conduct of national workshops on supports (including medical, physical rehabilitation, psychosocial supports) to EO victims in Lao PDR, Myanmar, Thailand and Viet Nam by securing participation from medical physicians and professional and victim assistance stakeholders from the EO affected AMS;
  - o Conduct field visits and organize focus group discussions with victims of EO, and meetings with medical and rehabilitation providers in the affected provinces;
  - o Develop a package of VA country profilesheets and Guideline to Enhance VA;
  - o Develop a proposal of “needs based assistance to victims of EO”;

- Submit the proposal to potential donor/donors; and
- Support in taking notes/minutes and developing reports of the national workshops and field visits including focus group discussions.

**Project Objective 4:** To assist the ASEAN Member States (AMS) in providing psychosocial supports to the victims of EO

- At least two trainings per year will be hosted in Cambodia, the intern is expected to support the Project activity in providing **logistic and administrative supports** to:
  - Conduct ‘Professionals Skill Transfer Program’ for doctors, nurses specialists, allied health professionals and medical students on psychosocial supports;
  - Conduct ‘Train-the-Trainer’ for psychosocial supports to health care workers from the provincial hospitals and patient rehabilitation centers;
  - Conduct ‘Community Health Workshops’ for community leaders, peer leaders and others who has contact with victims of EO;
  - Conduct continuing Training for ‘Master Trainers’ as change champions in their respective hospitals/centers;
  - Document good practices and replicate the tailored program to other affected AMS including Lao PDR, Myanmar, Thailand and Viet Nam.

**Project Objective 5:** To conduct research regarding the “Mine Victim Assistance Inclusive Services in Cambodia,” as well as “Community Perspectives of Humanitarian Mine Action in Laos and Viet Nam”

- Support the Project Team in providing logistic and administrative support to organize a workshop to disseminate research findings –only when requested.

ARMAC Permanent Secretariat (PS) is looking for an Intern who is a Fresh Graduate and/or in the Senior Year of the University to join the PS in Phnom Penh, Cambodia. During the assignment period, the Intern may be given an opportunity to gain knowledge related to mine action and ASEAN mechanism, as well as working experience with ARMAC. Therefore, the Intern is expected to also involve in some day-to-day operation/work in ARMAC during his/her internship program.

## Qualifications

|   | Required | Preferred |
|---|----------|-----------|
| <b>Education:</b>   |          |           |
| Fresh graduate Students and/or in the Last Year to Graduate in programs such as ASEAN Studies, International Development, Human Security, Peace and Conflict Resolution, International Relation, Management, Public Policy or other relevant study. | √        |           |
| <b>Experience:</b>  |          |           |
| Knowledge of project management or writing/develop project/program proposal   |          | √         |
| Organize series of events (meetings, workshops, conferences, exhibitions, etc...)   |          | √         |
| Demonstrated understanding of inter-government mechanisms   |          | √         |
| Experience in writing reports/contents/scenarios  |          | √         |
| <b>Skills:</b>  |          |           |
| Excellent written and verbal communication skills in English  | √        |           |
| Knowledge of ASEAN mechanism  |          | √         |
| Experience and/or knowledge of mine action sector   |          | √         |
| Excellent Computer Skills, ability to perform Microsoft Office and other relevant programs  | √        |           |
| <b>Competencies:</b>  |          |           |
| Good teamwork   |          |           |
| Open-minded and adaptive to any situation in new working environment  |          |           |