



ASEAN Regional Mine Action Center

Job Vacancy

The ASEAN Regional Mine Action Center (ARMAC) was established by the ASEAN leaders during the 21st 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 sector with the following mandate and functions:

1. Enhance awareness programs on the dangers of explosive ordnance (EO) among affected communities;
2. Facilitate appropriate medical and rehabilitation assistance for victims of EO, upon request from the affected ASEAN Member States; and
3. Assist interested ASEAN Member States in research and knowledge sharing on the effects of EO and efforts to address them, including through writing proposals for technical assistance projects and funding, at their specific and individual request.

ARMAC is currently looking for a qualified ASEAN National to fill in the post of **Programme Analyst, Mine Action**.

Location : The Permanent Secretariat of ARMAC, Phnom Penh, Cambodia
Report to : Executive Director (ED)
Job Purpose : To coordinate and manage ARMAC's projects/programme, communication with national mine action authorities/centers, mine action organizations and other relevant stakeholders in ASEAN; and support the ED in partners/donors management, resource mobilization for both ARMAC's operation and programme, and ARMAC's visibility/PR.

Remuneration and Benefits

The successful candidate, subject to initial three (3) months probationary period, will be offered an attractive remuneration package that commensurate to his/her experience and educational qualifications. Other benefits such as medical and health insurance, transportation allowance, and professional development opportunity will also 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 120307, Cambodia
Email: recruitment@aseanmineaction.org cc: secretariat@aseanmineaction.org

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

Deadline of Application: **07 April 2023, 5:00 pm 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