



# 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 headquarters 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/ERW action with the following mandate and functions:

1. Enhance awareness programs on the dangers of 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.

The ARMAC is inviting qualified ASEAN Nationals to apply for the following positions:

- 1) General Support/Logistic Assistant (01 position)  
Location : ARMAC Permanent Secretariat, Cambodia  
Report to : Technical Officer (Corporate Affairs)  
Job Purpose : To ensure the logistical, procurement, IT support efficiency of ARMAC and its project/program by undertaking the international standard practice of procurement process; and the effective inventory administration, distribution, quality assurance, security and transportation services and support of IT equipment.

### Remuneration and Benefits:

The successful candidates, subject to initial three (3) months' probation period, will be offered an attractive remuneration package to be negotiated and commensurate to the experience and qualification of the candidates. Other benefits including regional health insurance, transport allowance as well as further professional development opportunity will 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](mailto:recruitment@aseanmineaction.org) cc: [secretariat@aseanmineaction.org](mailto: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**

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