



ASEAN REGIONAL MINE ACTION CENTER

TERMS OF REFERENCE

Position Description

Country:	Capital Phnom Penh, Kingdom of Cambodia
Office Location:	The Permanent Secretariat of ASEAN Regional Mine Action Center (ARMAC PS)
Position Title:	General Support/Logistic Assistant
Reporting to:	Technical Officer—Corporate Affairs
Responsible for:	Providing logistical, procurement, IT support to ARMAC PS including inventory/ fixed asset administration, security management, and procurement of goods and services, support updating and other IT equipment.

Job Purpose

The purpose of this position is 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.

Key Tasks and Responsibilities

Procurement and distribution

- Conduct regular, assessment of the logistical needs of the Permanent Secretariat and its relevant project/program.
- Obtain quotations, prepare comparative bid analysis and recommendations to purchase
- Undertake the procurement of goods, works and services acceptable to the international procurement practice.
- Arrange delivery of goods and services in a timely and cost-effective manner.
- Organize transportation, customs clearance and other formalities for incoming goods to ensure their timely receipt into the coordination office stores and/or warehouses.

Logistic

- Assist in organizing the events including inter alias, ceremony, workshop, training, conference and meeting by providing necessary logistical support and other aspects as required.
- Responsible for inventory control including regular inventory check, proper tag, maintenance and disposal.

IT Support

- Under direct supervision of Technical Officer, Corporate Affairs,
- Provide support on IT technical recommendation on purchase of IT material and equipment.
- Install/set up printer and computer window/applications/software as required.
- Ensure functionality of internet and network including problem shooting on email and outlook error/ emailware.
- Ensure data (server) and network security as well as files and email back up while being responsible for all technical maintenance/service as mentioned above, assist in obtaining professionally technical maintenance/services from outside technician/service provider as required.

Qualifications

Education:	Required	Preferred
Minimum of bachelor degree of business administration, Computer Science or relevant field	✓	
Good command of English (Reading, Writing, Speaking and Listening)	✓	
Professional qualification in web design, networking or equivalence experience	✓	
Experience:		
Minimum of 3-year experience in logistic, procurement and web design/networking	✓	
Previous experiences with Government, NGOs or IOs, ADB/World Bank/UN/MEF Externally Assisted Projects		✓
Experience with procurement, administration and communication.	✓	
Skills:		
Proven skills of procurement, office administration and Computer skills (Web/Network)	✓	
Computer skills (word, excel, outlook, PowerPoint)	✓	
Software installation, small IT equipment repairs, network support	✓	
Good team player with strong interpersonal/communication skills	✓	
Analytical and problem-solving skills.	✓	
Attention to detail and high level of accuracy.	✓	
Very effective organizational skills.	✓	
Competencies:		
Polite and honest attitudes, respect culture diversity		
Good Initiative and working with minimal supervision		
Willingness to work with time flexibility		
Ability to work under pressure.		