



ASEAN REGIONAL MINE ACTION CENTER

Job Vacancy

The ASEAN Regional Mine Action Centre (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 Centre of Excellence in mine action/ERW 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

ARMAC is looking for a qualified ASEAN Nationals to fill in the post of **Technical Officer for Corporate Affairs**

Location : The Permanent Secretariat of ARMAC, Phnom Penh, Cambodia

Report to : Executive Director

Job Purpose : Overseeing ARMAC's operations including finance, HR, administration, audits, logistics, procurement, communications, IT, protocol, and ARMAC's visibility/publicity.

Remuneration and Benefits:

The successful candidate, subject to initial three (3) months probationary period, will be offered an attractive remuneration package to be negotiated and commensurate to the experience and qualification of the candidates. Other benefits including insurances, 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 Voong, Khan 7 Makara, Phnom Penh, Cambodia; Email: recruitment@aseanmineaction.org and secretariat@aseanmineaction.org

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

Application Deadline: **25 April 2023** (5.00pm local time - GMT+7).

Note:

- The ARMAC Permanent Secretariat operates in a lean manner, thus staff personnel are required to be multi-tasking.
- Only shortlisted candidates will be notified for further interview.