



# ASEAN REGIONAL MINE ACTION CENTER

## Job Vacancy

The ASEAN Regional Mine Action Centre (ARMAC) was established by the ASEAN leaders during the 21<sup>st</sup> 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 international candidate to fill in the post of **Information Management Specialist**

Location : The Permanent Secretariat of ARMAC, Phnom Penh, Cambodia  
Report to : Executive Director  
Job Purpose : The Information Management Specialist will provide IM advisory support to ARMAC in leading the review and improvement of information management systems and processes in line with best practices, and will collaborate with mine action stakeholders in the region, analyzing national needs and operational contexts to identify areas for improvement in information management. They will work closely with ARMAC in aligning the National Mine Action Standards (NMAS) with the International Mine Action Standards (IMAS) framework, ensuring effective information management throughout the process.

### Remuneration and Benefits:

The successful candidate will be offered a competitive salary and other compensations including insurances.

### How to apply:

Interested applicants can download the detailed Position Description (PD) or Terms of Reference (ToR) from the [ARMAC's website \(https://aseanmineaction.org/program/\)](https://aseanmineaction.org/program/) 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](mailto:recruitment@aseanmineaction.org)

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

Application Deadline: **21 November 2023** (5.00pm local time - GMT+7).

**Note:**

- Only shortlisted candidates will be notified for further interview.