



ASEAN REGIONAL MINE ACTION CENTER

Annex 02 03

POSITION DESCRIPTION

Position Description

Country:	Phnom Penh, Kingdom of Cambodia
Office Location:	Permanent Secretariat of ASEAN Regional Mine Action Center (ARMAC)
Position Title:	Information Management Specialist
Reporting to:	Executive Director
Responsible for:	Provide IM advisory support to ARMAC on information management systems, collaborate with mine action stakeholders in the region, analyzing national needs and operational contexts to identify areas for improvement in information management, aligning the National Mine Action Standards (NMAS) with the International Mine Action Standards (IMAS) framework to ensure effective information management throughout the process.

Job Purpose

In support of strengthening the capacities of the ASEAN Regional Mine Action Center (ARMAC), the Geneva International Centre for Humanitarian Demining (GICHD) will recruit an international Specialist to support ARMAC in its efforts to enhance information management practices related to Explosive Remnants of War (ERW) in the ASEAN region ('Information Management Specialist'). 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.

The Information Management Specialist 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. The functions of the Information Management Specialist, as they relate to supporting ARMAC under [the implementation agreement], will be carried out under the authority of, and in compliance with lawful instructions of the ARMAC Executive Director or any person acting on the ARMAC Executive Director's behalf. The Information Management Specialist will adhere to all regulations, rules, instructions, procedures, or directives issued by ARMAC.

Key Tasks and Responsibilities

Information Management System

- Work closely with the ARMAC in understanding the MA end-user IM requirements and designing processes and tools to address those needs and requirements in the region.
- Provide IM and GIS support (in the context of IMSMA Core) to the ARMAC.
- Work closely with the national authority team.
- Provide IM/GIS support to humanitarian mine action partners in coordination with the ARMAC.
- Prepare IMSMA Core training material and deliver training courses as needed.

- Conduct IM capacity assessment of ARMAC and affected AMS and provide recommendations and assessment reports, as baseline for future workplan.
- Develop an IM work plan based on the result of the assessment report, in coordination with ARMAC's Program Coordinator (PC).
- Assist and follow up with ARMAC in the implementation of the IM workplan and trainings.
- Develop capacity of ARMAC and their regional staff by conducting relevant IM trainings, workshops and providing technical advice.
- Lead in identifying/updating IM processes, IM procedures, process mapping and writing relevant guidelines.
- Coordinate with the relevant stakeholders as focal point for the project, most notably INGOs and local NGOs, on all matters related to IM/IMSMA and ensure that professional relations are maintained.
- In dialog with ARMAC's PC, assist in implementation, monitoring and management, with emphasis on relevance, quality, cost efficiency and impact.
- Develop data collection processes and overall data management activities (including encoding, storing and processing) and support IM standardization and analysis of the collected data and information.

Additional duties

- Ensure timely preparation and generation of information products, and support on information sharing and dissemination through web platforms to all relevant Humanitarian implementing partners.
- Maintaining project and software documentation.
- Making suggestions for improvement.

Qualifications

	Required	Preferred
Education:		
Bachelor's Degree in Geographic Information Systems, Geography, Information Management or a related field.	✓	
Experience:		
Working knowledge of the ESRI/ArcGIS platform	✓	
At least five years' experience as an Information Management Officer in humanitarian mine action	✓	
At least three years' experience in project management, monitoring and evaluation	✓	
Knowledge and experience in IMSMA is essential	✓	
Professional knowledge of mine action mobile data collection systems such as Survey123, Fulcrum and Kobo	✓	
Good knowledge of the International Mine Action Standards (IMAS)	✓	
Professional knowledge of GIS	✓	
Knowledge and experience in develop and conduct training in IM	✓	
Knowledge and experience in humanitarian field/humanitarian aid in Southeast Asia, specifically the ERW affected member states is an advantage but not required.		✓
Skills:		
Strong facilitation and communication skill for working effectively with networks and partner national and international level	✓	
Excellent computer skills (Data management)	✓	
Ability to work in multi-cultural settings and communicate with relevant stakeholders, regional level and international development partners.	✓	
Organization and management of the data input and initial analysis and presentation of data for humanitarian mine action, including setting up the mine action Information Management tool in accordance with the country context.	✓	

Data Management, database and derivative products, such as maps with the mine action Information Management Tool (Arc GIS, QGIS), Adobe Suit and Advance Microsoft office user.	✓	
Development of simple, user-friendly mine action monitoring report formats in consultations with National Mine Action Authorities	✓	
Strong team player, open to learn new procedures, courteous or flexible regarding		✓
Excellent written and spoken English		✓
Competencies:		
ASEAN/Partner Organisation Relations		
Results focus and accountability		
Teamwork		
Communications		
Professional competency		
Leadership		
Managerial effectiveness		