



# 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 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 Center of Excellence in mine action/Explosive Remnants of War (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 has received the funding support from the Government of the Republic of Korea through ASEAN-Korea Cooperation Fund (AKCF), to implement the project “*Enhance Victim Assistance Programme in the ASEAN Member States*”. Now, ARMAC is inviting applicants of ASEAN nationals to submit the application for the post of **Project Officer**

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

Report to : Project Manager

Contract period : June 2025

Job Purpose : The purpose of this position is to deliver outputs and achievement of objectives identified in the project under the guidance of the Project Manager, and to assist the Project Manager and ARMAC Permanent Secretariat in project implementation, monitoring and reporting in line with the approved project proposal.

### 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.

### How to apply:

Interested applicants can download the detailed Position Description (PD) from the [ARMAC's website](#) 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, Cambodia; Email: [recruitment@aseanmineaction.org](mailto:recruitment@aseanmineaction.org)

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

**Application Deadline: 31 December 2024 (5 pm Cambodia time - GMT+7).**

Note: Only shortlisted candidates will be notified for further interview. Applicants are invited to apply as early as possible. The applications will be assessed on **a rolling basis**. More information about ARMAC, visit [www.aseanmineaction.org](http://www.aseanmineaction.org).