



# ASEAN REGIONAL MINE ACTION CENTER

## POSITION DESCRIPTION

### Position Description

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| <b>Country:</b>         | ASEAN Member States  |
| <b>Office Location:</b> | Phnom Penh, Cambodia   |
| <b>Position Title:</b>  | Project Officer  |
| <b>Reporting to:</b>    | Project Manager  |
| <b>Responsible for:</b> | The delivery of outputs and achievement of objectives identified in the project under the guidance of the Project Manager. |

### Job Purpose

To assist the Project Manager and ARMAC Permanent Secretariat in project implementation, monitoring and reporting in line with the approved project proposal.

### Key Tasks and Responsibilities

**Project Objective 1:** To promote the establishment of victim assistance network as a regional platform for various stakeholders among ASEAN

- Provide logistic, financial and other administrative supports and organise consultative meetings in identified ASEAN member states.
- Provide logistic, financial and other administrative supports and organise a regional workshop (and related meetings) to generate inputs for a draft term of reference (TOR) of the regional victim assistance network.
- Assist the Project Manager to coordinate with the focal points of host countries and related stakeholders during preparation.
- Support the Project Manager to develop the workshop and meeting minutes/notes, technical content, reports and related documents.
- Support the Project Manager in developing documentary video capturing the voices of victims and context of explosive ordnance impact in each affected AMS.
- Assist the Project Manager in developing TOR of regional victim assistance network.

**Project Objective 2:** To assist the ASEAN Member States (AMS) on the victim-assistance-related knowledge sharing, need/s and resource/s assessment and possibility of its mobilisation.

- Support the Project Manager to organise related meetings and regional workshops to share knowledge and best practices regarding victim assistance and to collect inputs for the development of the regional victim assistance networks.
- Maintain the victim assistance networks in ASEAN.
- Assist the Project Manager to coordinate with the focal points and related stakeholders of host countries during preparation.
- Provide logistic, financial and other administrative supports and organise inception meetings

and regional workshops on victim assistance related needs and resources in ASEAN.

- Assist the Project Manager to produce an overview of victim assistance and regional victim assistance network in ASEAN.
- Support the Project Manager to develop and document regional workshop minutes/notes, reports and related documents.
- Perform the full range of support duties as directed by Project Manager.

**Project Objective 3:** To assess the needs of the victims of mine/ERW in the affected AMS for further assistance

- Provide logistic, financial and administrative supports to:
  - o Conduct of national workshops on supports (including medical, physical rehabilitation, psychosocial support) to mine/ERW victim in Lao PDR, Myanmar, Thailand and Viet Nam by securing participation from medical physicians and professional and victim assistance stakeholders from the mine/ERW affected AMS.
  - o Conduct field visits to and focus group discussions with victims of mines/ERW, and meetings with medical and rehabilitation providers in the affected provinces.
  - o Develop technical content, minutes/notes, reports of the national workshops and field visits including focus group discussions.
  - o Develop a proposal of “needs based assistance to victims of mine/ERW.”
  - o Submit the proposal to potential donor/donors.
  - o Support the Project Manager and partner to produce a package of VA country profile sheets and Guideline to Enhance VA (if applicable).
  - o Support the Project Manager to ensure overall arrangement for the national workshop and field visit are taken place;
  - o Perform the full range of support duties as directed by Project Manager.

**Project Objective 4:** To assist the ASEAN Member States (AMS) in providing psychosocial supports to the victims of mine/ERW

- Provide support draft the activity reports as assign
- Provide logistic, financial and administrative supports to the publications of the activities reports and printing,
- Perform the full range of support duties as directed by Project Manager.

**Project Objective 5:** To conduct research regarding the “Mine Victim Assistance Inclusive Services in Cambodia,” as well as “Community Perspectives of Humanitarian Mine Action in Laos and Viet Nam”.

- Provide inputs into the research reports -only when requested.
- Provide logistic and administrative support for the publication design and printing; and
- Provide logistic and administrative support to organise a workshop to disseminate research findings –only when requested.

**End of Project Evaluation and Wrap Up Activity**

- Assist the Project Manager to coordinate with the focal points of host countries and related stakeholders during preparation of the activity.
- Provide support for hiring process of the consultancy service;
- Facilitate the process to execute the activity including related logistic, administrative, procurement related tasks;
- Support the Project Manager to develop the meeting minutes/notes, technical content, reports

and related documents.

- Support the Project Manager in developing media content and relate publications of this activity,
- Perform the full range of support duties as directed by Project Manager.

In addition to the aforementioned responsibilities, the Project Officer is required to support the Project Manager is required to (i) regularly update the Workplan, Budget and any supporting documents; (ii) manage overall arrangement, coordination and communication with relevant stakeholders; (iii) ensure the achievement of all five objectives and related activities; and (iii) prepare monthly, quarterly, annual reports, mid-term and end-project reports and (iv) perform the full range of support duties as directed by Project Manager.

| <b>Qualifications</b>  |          |           |
|--|----------|-----------|
| <b>Education:</b>  | Required | Preferred |
| A minimum of bachelor degree in management, communication, international affairs/relations, and any other related field. | x        |           |
| Master degree in international relation, management, peacebuilding, humanitarian assistance and related                  |          | x         |
| Certification in project management  |          | x         |
| <b>Experience:</b>   |          |           |
| At least five (5) years of working experience in the development/ humanitarian projects/programmes                       | x        |           |
| Proven experience in organising workshops, trainings and meetings  | x        |           |
| Proven experience in mine/explosive remnants of war victim assistance  | x        |           |
| Proven experience in health project especially that related to psychological support                                     |          | x         |
| <b>Skills:</b>   |          |           |
| Advance multi-tasking skill  | x        |           |
| Ability to work in a multicultural environment and ability to establish effective working leadership with a team         | x        |           |
| Diplomacy and negotiation skill  | x        |           |
| Skills on multilateral relation  | x        |           |
| Coordination skill   | x        |           |
| Good computer skill and knowledge of basic packages (e.g. Office)  | x        |           |
| <b>Competencies:</b>   |          |           |
| Advance English language competency particularly in writing, reading, speaking and listening                             |          |           |