



ASEAN REGIONAL MINE ACTION CENTER

POSITION DESCRIPTION (PD)

Position Description

Country:	Capital Phnom Penh, Kingdom of Cambodia
Office Location:	Permanent Secretariat of ASEAN Regional Mine Action Center (ARMAC)
Position Title:	Senior Technical Officer, Mine Action
Reporting to:	Executive Director (ED)
Responsible for:	The Senior Technical Officer will be responsible for coordinating and managing ARMAC's projects and programs, encompassing the full lifecycle from design and implementation to monitoring and evaluation. This role will require effective communication and coordination with national mine action authorities and centers across ASEAN Member States, along with collaboration with mine action organizations and other key stakeholders within the ASEAN region and internationally. Additionally, the Senior Technical Officer will support the Executive Director (ED) in managing relationships with partners and donors, contributing to resource mobilization efforts, and enhancing ARMAC's visibility and public relations initiatives.

Job Purpose

The primary purpose of this position is to:

- Coordinate and manage ARMAC's projects and programs, overseeing their design, implementation, monitoring, and evaluation to ensure alignment with organizational goals.
- Initiate and facilitate communication and coordination with national mine action authorities and centers within ASEAN Member States, as well as with mine action organizations and other relevant stakeholders both regionally and globally.
- Support the Executive Director (ED) in managing relationships with partners and donors, contributing to resource mobilization for both ARMAC's operations and programs, and enhancing ARMAC's visibility and public relations efforts.
- Ensure the timely preparation and submission of all reports related to ARMAC's programs and projects, including financial and narrative reports, progress updates, and donor-specific reports, maintaining high quality and accuracy.

Key Tasks and Responsibilities

- Lead and manage the program team, including Programme Officers and other relevant staff, overseeing the implementation and coordination of ARMAC's short-term and long-term projects. Ensure adherence to ARMAC's Terms of Reference (TOR), policies, guidelines, and procedures.
- **Grant Management:** Manage all aspects of grant management, ensuring compliance with donor requirements. This includes overseeing donor reporting, contractual compliance, monitoring, and evaluation for all ARMAC projects.
- **Proposal and Reporting:** Develop concept notes, project proposals, and programme briefs in collaboration with programme departments to sustain current funding levels and attract new donors. Support the writing of proposals and project documents for ARMAC and with ARMAC partners.
- **Budget and Finance Management:** Review and draft budget narratives in coordination with the Corporate Affairs team for donor reports, work plans, and proposals. Ensure timely reporting and budget alignment with donor expectations.
- **Progress Tracking:** Track the progress towards contracted donor outputs and targets. Provide timely feedback to the Executive Director when adjustments are needed.

- **Program Design and Implementation:** Design, implement, and monitor/evaluate ARMAC's programs in accordance with ARMAC's Mandate and Function, ensuring alignment with the organization's Strategic Plan.
- **Fundraising and Resource Mobilization:** Contribute to ARMAC's fundraising efforts by identifying potential funding opportunities, preparing bids, and drafting proposals for funding from governments, donors, and private sector partners.
- **Strategic Partnership Development:** Build and expand strategic partnerships, developing donor/partner profiles, and actively communicate and coordinate with national mine action authorities, centers, mine action organizations, and other relevant stakeholders across ASEAN and globally.
- **Field Missions and Events:** Undertake missions to the field and/or attend relevant events to assess, evaluate, and support mine action programs in ASEAN and beyond as required.
- **Support Functions Coordination:** Coordinate project support functions, particularly finance, ensuring compliance with ARMAC's guidelines and that processes are implemented efficiently across the board.
- **Programme Officer Management:** Manage the Programme Officer's activities, providing guidance and leadership to ensure effective performance and achievement of set objectives. Ensure the Programme Officer is empowered to meet the responsibilities within their role and contribute to the overall success of the program.
- **Technical Support:** Provide substantive and technical support to national mine action authorities and centers in ASEAN Member States, assisting with project development and offering inputs as needed.
- **Reporting to ED:** Prepare and submit detailed written reports to the Executive Director in a timely and reliable manner. This includes but is not limited to project progress, financial reports, monthly and quarterly updates, annual reports, summary records of ARMAC meetings, and ARMAC's publications.
- **Representation and Advocacy:** Represent ARMAC as assigned by the Executive Director at local, regional, and international forums or relevant stakeholder meetings. Advocate for ARMAC's mission and objectives, promoting its impact in the mine action sector.
- **Other Tasks:** Perform any other relevant tasks as assigned by the Executive Director to support ARMAC's strategic objectives and continued growth.

Qualifications

	Required	Preferred
Education:		
Minimum of Bachelor Degree or equivalent in international relations, political or social sciences, management, public administration or other related fields	✓	
Knowledge of Mine Action including Pillars of Mine Action, International Mine Action Standard/Law/Treaty/Convention and/or other relevance i.e. regionalism and international/regional political-security cooperation	✓	
Certification in project cycle/management or related mine action capacity-building training.		✓
Relevant certifications in mine action or related training would be an asset.		✓
Experience and skills:		
At least 5 years of relevant experience working with Government/Public Sector, ASEAN mechanisms, Inter-governmental Organizations, and/or Civil Society Organizations/NGOs.	✓	
Strong experience in program design, implementation, monitoring and evaluation, and leadership in project management.	✓	
Experience in partner/donor management, experience in mine action would be an advantage		✓
Demonstrated understanding of international and regional cooperation and mechanisms.		✓
Excellent communication skills in English (both oral & written)	✓	
Technical Competencies:		

Good understanding of project cycle and relevant project/programme management tools and methodology	✓	
Good understanding of ASEAN mechanism and processes	✓	
Good understanding of humanitarian assistance principles and practices.		✓
Strong communication skills, both oral and written, with the ability to convey complex ideas clearly and effectively to various audiences.	✓	
Functional Competencies:		
Ability to deliver high-quality work within timelines, managing multiple tasks effectively under pressure with minimal supervision.	✓	
Willingness to travel locally, regionally, and internationally for missions as required.	✓	
Proven ability to develop and maintain good working relationships with communities, ASEAN Member States, ASEAN partners, donors, international/regional entities, civil society organizations, academic/research institutions, and private sectors.	✓	
Strong interpersonal and negotiation skills, with experience in cross-cultural and international working environments.	✓	
Awareness and respect for cultural diversity, ensuring an inclusive and collaborative work environment.	✓	