



ASEAN REGIONAL MINE ACTION CENTER

POSITION DESCRIPTION

Position Description

Country:	Cambodia
Office Location:	ASEAN Regional Mine Action Center Permanent Secretariat Headquarters, Phnom Penh
Position Title:	Programme Officer
Reporting to:	Senior Technical Officer, Mine Action
Responsible for:	Portfolio Development, Programme Monitoring, Strategic Partnership and Resource Mobilization, and Technical Support to the ARMAC Mine Action Programme

Job Purpose

The Programme Officer, Mine Action will be responsible for managing, monitoring, and supporting the implementation of ARMAC's mine action initiatives across ASEAN. This role will directly contribute to the development, technical support, and advocacy efforts that promote ARMAC's regional leadership in mine action.

The Programme Officer will ensure that ARMAC's programs are aligned with ASEAN's strategic objectives, focusing on sustainability, capacity building, and strengthening local and regional partnerships.

Level of responsibilities and accountability

- Monitor the implementation and progress of the mine action programme portfolio;
- Provide mine action technical support;
- Support the development process of mine action projects in the region;
- Contribute to the implementation of the mine action advocacy and resource mobilization strategies;
- Contribute to the development of effective partnerships with governments, donors and partners through advocacy and knowledge sharing.

Enabling environment

The Programme Officer (Mine Action) will foster collaboration within ARMAC, across ASEAN member states, and with external stakeholders. This role plays a crucial part in supporting ARMAC's development as a center of excellence in mine action, guiding partners, national authorities, and donors towards achieving common goals.

Internal/External focus of the job

Under the direct supervision of the Senior Technical Officer, Mine Action, the Programme Officer will work closely with ARMAC's internal teams and engage with external stakeholders, including national mine action authorities, governments, international organizations, donors, and NGOs across the ASEAN region.

Key Tasks and Responsibilities

Summary of key functions

Portfolio Development, Programme Monitoring, Strategic Partnership and Resource Mobilization, and Technical Support to the ARMAC Mine Action Programme

Portfolio Development

- Initiate, develop, and implement strategic Mine/ERW Victim Assistance programs in cooperation with ASEAN National Mine Action Authorities (NMAAs) and other stakeholders.
- Facilitate needs assessments and gap analysis to ensure ARMAC's efforts are aligned with regional priorities and affected community needs.
- Develop project concept note, project proposals in alignment with ARMAC's strategic priorities and secure funding through proposals for mine action initiatives.
- Identify and evaluate potential partners, working with governments, NGOs, and other actors to facilitate collaboration and program implementation.
- Support the implementation of ARMAC's strategic plan, ensuring that mine action projects respond to regional needs and leverage ARMAC's strengths.

Monitoring of Programme

- Review the progress of mine action projects by assessing work plans, progress reports, and financial performance, ensuring timely and efficient delivery.
- Propose solutions and directions to overcome challenges and emerging issues.
- Monitor the financial performance of projects to ensure financial sustainability, accurate reporting, and efficient resource utilization.

Strategic Partnership and Resource Mobilization

- Lead resource mobilization efforts by building relationships with governments, multilateral institutions, and donors to secure funding for ARMAC's mine action programs.
- Contribute to ARMAC's advocacy efforts by promoting its capacities and impact in regional mine action through meetings, events, and strategic communications.
- Coordinate donor communications, ensuring timely reporting and updates on program progress and financials.
- Prepare and review project proposals, concept papers, and financial reports for donor discussions and submission.

Communication and Mine Action Advocacy

- Promote mine action knowledge within ASEAN, ensuring best practices are shared across regional partners and stakeholders.
- Facilitate information dissemination through both internal and external communications, including reporting, publications, and online platforms.
- Develop knowledge products, such as periodic reports, success stories, and case studies that highlight ARMAC's role in advancing mine action and victim assistance.
- Support the development and preparation of program publications, including presentation materials such as brochures, briefing documents, displays, and PowerPoints.

Capacity Building

- Support the development of training programs, both regionally and locally, to build technical capacity in ASEAN member states.
- Contribute to ARMAC's capacity-building efforts in mine action, victim assistance, and regional coordination, ensuring that best practices and key lessons are integrated into future program designs.

General Support

- Support advocacy efforts to raise awareness and influence policy reforms at national and regional levels, improving mine action coordination and victim assistance.

- Provide input on regional policy dialogues and contribute to the development of the ASEAN Mine Action Framework.
- Participate in global forums on mine action to showcase ARMAC's leadership and advocate for the inclusion of victim assistance as a central component of mine action efforts.
- Maintain systems for recording program activities and outputs.
- Assist in maintaining systems for tracking program activities and outputs.
- Support the development and conduct of events.
- Perform any other relevant tasks as assigned by the Program Coordinator and Executive Director to support ARMAC's strategic objectives and continued growth.

Qualifications

Education	Required	Preferred
Bachelor's degree in International Development, Public Administration, Social Sciences, Engineering, or a related field.	✓	
<ul style="list-style-type: none"> • Knowledge of Mine Action including Pillars of Mine Action, International Mine Action Standard and/or other relevance i.e. regionalism and international/regional political-security cooperation 	✓	
<ul style="list-style-type: none"> • Certification on project cycle/management or Certifications on mine action related capacity building. 		✓
<ul style="list-style-type: none"> • Familiarity with humanitarian response principles and frameworks. 		✓
Experience and Skills		
<ul style="list-style-type: none"> • Minimum 3 years of practical experience in the humanitarian or development sector, with significant experience in the mine action sector or victim assistance programmes. Experience in Mine/ERW; project planning, monitoring, and administration is essential. 	✓	
<ul style="list-style-type: none"> • Proven experience in contract monitoring and management, including a clear understanding of donor obligations and compliance requirements. 	✓	
<ul style="list-style-type: none"> • Strong experience in engaging with various levels of governments, international and national NGOs, and bilateral donors 	✓	
<ul style="list-style-type: none"> • Demonstrated ability to write proposals, reports, and produce high-quality written and presentation products, tailored to different audiences and stakeholders. 	✓	
<ul style="list-style-type: none"> • Proven experience working with a wide range of stakeholders, including ASEAN partners, donors, international organizations, and other relevant entities in mine action and humanitarian efforts. 	✓	
<ul style="list-style-type: none"> • Experience in monitoring and evaluating project performance, with knowledge of using logframes, designing surveys, and conducting data collection and analysis. 	✓	
<ul style="list-style-type: none"> • Excellent interpersonal and negotiation skills, with the ability to develop strong working relationships with diverse stakeholders. 		
<ul style="list-style-type: none"> • Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint), with experience using project management and database tools. 	✓	
<ul style="list-style-type: none"> • Working knowledge of Khmer, Lao, and/or Thai language would be an asset, but not a requirement. 		✓
<ul style="list-style-type: none"> • Experience with international mine action standards (IMSMA, IASC) and related monitoring and evaluation systems. 		✓
<ul style="list-style-type: none"> • Familiarity with the ASEAN region's political and security frameworks, particularly in relation to mine action and victim assistance. 		✓
Competencies		
<ul style="list-style-type: none"> • Strong Organizational Skills: Ability to deliver high-quality work within deadlines, manage multiple tasks, and work efficiently under pressure with minimal supervision. 		
<ul style="list-style-type: none"> • Flexibility and Adaptability: Ability to work flexible hours and adapt to changing requirements in a dynamic work environment. 		

<ul style="list-style-type: none">• Travel Readiness: Willingness and ability to travel locally, regionally, and internationally as required for field missions and project implementation.
<ul style="list-style-type: none">• Stakeholder Engagement: Proven ability to build and maintain strong working relationships with diverse stakeholders, including ASEAN Member States, partners, donors, international/regional entities, civil society organizations, and the private sector.
<ul style="list-style-type: none">• Cultural Sensitivity: Strong awareness and respect for cultural diversity, with the ability to work effectively in multi-cultural and multi-lingual environments.
<ul style="list-style-type: none">• Teamwork and Collaboration: Strong collaboration skills with a focus on team development, shared goals, and fostering positive working relationships across different teams and stakeholders.