



# ASEAN REGIONAL MINE ACTION CENTER

## Job Vacancy

### **Background:**

The ASEAN Regional Mine Action Center (ARMAC) was established as a follow-up to the ASEAN Leaders' Statement on the Establishment of an ASEAN Regional Mine Action Center adopted on 18 November 2012. ARMAC has the mandate and functions to serve as a center of excellence to encourage efforts to address explosive remnants of war (ERW) for interested ASEAN Member States (AMS); and facilitate cooperation between the interested AMS and relevant institutions to:

- a) Enhance awareness programmes on the dangers of ERW among affected communities;
- b) Facilitate appropriate medical and rehabilitation assistance for victims of ERW, upon request from the affected ASEAN Member States; and
- c) 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, based in Phnom Penh, was officially launched on 25 May 2016. As an entity associated with ASEAN under Article 16 of the ASEAN Charter, operates in accordance with the Charter and is guided by the ASEAN Political-Security Community Blueprint 2025.

The ASEAN Regional Mine Action Center is inviting qualified ASEAN Nationals to apply for the position of **Executive Director**.

### **Function:**

1. Manage and supervise the Secretariat's team.
2. Set up annual budget for ARMAC and seek approval from Steering Committee of ARMAC.
3. In close and regular consultation with Steering Committee of ARMAC, set up ARMAC's long term strategy and seek Steering Committee of ARMAC's approval.
4. Manage day to day administrative, operational and financial activities of ARMAC.
5. Recruit key personnel for ARMAC in line with the human resources policy and manual.
6. Undertake the necessary steps to ensure the full operationalization of ARMAC in accordance with its Terms of Reference (TOR), guidelines, policies and manuals.
7. Set up document repository, electronic filing system, library and database system for long term use and benefits of ARMAC.
8. Ensure that ARMAC fulfils the Mandate and Functions as provided for in its TOR including project formulation and management, and fund raising.
9. Evaluate personnel performance and enhance their capacities in line with the human resources policy and manual.
10. Provide vision, leadership and guidance to the Secretariat and its personnel.
11. Organize performance evaluation of Executive Director in accordance with procedures set out by Steering Committee of ARMAC.
12. Organize and prepare internal and external financial audit of ARMAC in accordance with its finance policy and manual, and as tasked by Steering Committee of ARMAC.

13. Organize and prepare reports of ARMAC's achievements/activities in line with the guidelines on decision making and reporting processes.
14. Develop and implement short and long-term work plan of ARMAC in accordance with its TOR, and guidance of Steering Committee of ARMAC.
15. Strengthen ARMAC's relationship with the AMS, development partners and other stakeholders.
16. Mobilise resources in the form of cash, in-kind and others to support ARMAC's operation.
17. Other tasks as consulted with Steering Committee of ARMAC from time to time.

**Qualifications:**

- a) Be a national of an ASEAN Member State;
- b) Have an advanced degree, preferably Master degree in International Relations, Public Administration, Public Policy, Management, Law, or professional qualifications in an appropriate discipline;
- c) Have at least 10 (ten) years of professional experience with a proven track record, at least 5 (five) years of which have been at a managerial or a senior level position in government, non-governmental, inter-governmental, and/or international organization(s), or other public and/or private institute(s);
- d) Have proven skills in leadership, administration, executive management and planning; Have a good record and substantial experience in fund-raising, grant writing including the ability to expand the network of donors and dialogue partners, interested countries, international and regional organizations;
- e) Have experience in mine actions, in particular ERW actions as well as with a wide spectrum of organizational and corporate management practices, including extensive experience in financial management, procurement, and program and project management;
- f) Have the necessary and relevant background and understanding in international and regional issues, and in diplomatic practise as well as knowledge of ASEAN and its processes;
- g) Have good interpersonal, negotiation and communication skills, including experience in cross-cultural environment and international settings;
- h) Is committed to consultative and collaborative approaches and work practices;
- i) Have the necessary skills to develop and cultivate good working relationship with governments of ASEAN Member States and its partners, relevant international and regional bodies as well as with various public and private sectors, such as foundations, civil society organizations and other stakeholders; and
- j) Have excellent command of English.

**Remuneration and Benefits:**

The successful candidate will be offered a basic monthly salary of USD 4,200, housing allowance, and educational allowance for dependent children. The post will be based in Phnom Penh, Cambodia, for a non-renewable term of three years.

**How to apply:**

Please send your cover application letter indicating the applied position and highlighting your suitability and potential contribution to the position together with a **detailed curriculum vitae, and relevant documents**, attached with recent photograph. Incomplete application will **NOT** be considered.

The application can be submitted 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)

**Closing date: 30 June 2020**

**Note:**

Only shortlisted candidates will be notified and requested to submit a written statement in English relating to promotion of awareness programmes of ERW; assistance for ERW victim; research and knowledge sharing on the effects of ERW and effort to address them; vision, work plan, timeline; and fund raising strategy for ARMAC in 400 – 800 words.

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