



# ASEAN REGIONAL MINE ACTION CENTER

## POSITION DESCRIPTION (PD)

### Position Description

<b>Country:</b>	ASEAN Member States and the Republic of Korea
<b>Office Location:</b>	ARMAC Permanent Secretariat, Phnom Penh, Cambodia
<b>Position Title:</b>	International/regional Consultant/Research Advisor
<b>Reporting to:</b>	Project Manager (PM)
<b>Responsible for:</b>	Providing technical advice and guidance on the Lao PDR and Viet Nam research studies.

### Job Purpose

The International Consultant/Research Advisor will support ARMAC team to oversee and co-manage the research studies in Lao PDR and Viet Nam. He/she will provide technical advice and guidance to the research team leaders which may include but not limited to the research design and on-going implementation. The Consultant/Advisor is also expecting to assist the research teams' country with problem-solving, and to ensure that the research is conducted in line with the research aims and objectives. In addition, he/she will provide support on the finalization of each country's research study and consolidate them to produce a final report in English language.

### Key Tasks and Responsibilities

The consultant/research advisor will:

- Oversee and co-manage on the implementation of the studies in Lao PDR and Viet Nam;
- Provide advisory support to the research team leaders in the development of the research plan, research tools, the choice of study location, the sampling methodology and choice of key informants;
- Join regular meetings (remotely) with the research team leaders and ARMAC to discuss the research progress and to solve any issues occurring;
- Hold regular meetings with the team leaders to discuss emerging findings and to suggest areas of inquiry as they arise;
- Review and discuss the main findings and recommendations with the team leaders;
- Work with the team leaders to finalize the studies in each country and synthesize them to produce a single report in English;
- Ensure the final product of the research study is edited; and
- Other relevant duties as may be assigned from time to time.

### Qualifications

Education:	Required	Preferred
Minimum of Doctorate degree 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	✓	

<b>Experience and skills:</b>		
Minimum of 5-year experience in research, in mine action and/or other relevant sector	✓	
Experience working in partnership with research individuals/centers/institutions and academic institutions		
Excellent communication skills in English (both oral & written)	✓	
<b>Technical Competencies:</b>		
Good understanding of aspects of mine action and fundamental concepts of other relevant disciplines	✓	
Good understanding of ASEAN mechanism/processes		✓
Sound understanding of humanitarian assistance		✓
<b>Functional Competencies:</b>		
Ability to deliver high accuracy/quality of works and outputs within timeline and/or under time-pressure		
Culturally-sensitive and ability to respect diversity		