

## JOB ANNOUNCEMENT NO. JA 03-18

Date Issued: 11 April 2018

<b>Functional Title</b>	:	Human Resources Assistant
<b>Level/Fee</b>	:	L4/1 level of the local UN salary scale
<b>Organizational Unit</b>	:	Administration and Finance Unit, UNESCO Bangkok
<b>Contractual Status</b>	:	Service Contract
<b>Duration</b>	:	Initial 3 months probationary period renewable subject to satisfactory performance and availability of funds
<b>Deadline for Applications</b>	:	25 April 2018
<b>Report to work</b>	:	As soon as possible

### Major Duties and Responsibilities:

Only candidates with a right to work in Thailand may apply to this position.

Under the authority of the Director of UNESCO Asia-Pacific Regional Bureau for Education and the direct supervision of the Chief of the Administration and Finance Unit, the Human Resources Assistant will perform the following tasks:

- Review of incoming HR requests including screening of relevant HR documentation relating to recruitment, contract extension, transfers, exchange or loans, and separation of personnel, and initiate required personnel actions in respect thereof;
- Request or follow-up on performance assessment feedback/reports from supervisors for contract extensions and Within-Grade-Increments of staff and initiate required personnel actions;
- Assist the Chief Administrative Officer (CAO) in the management of locally recruited project personnel including recruitment process, performance management, renewal/termination of contracts, leave management and monthly payroll through iRIS;
- Maintain staffing tables up-to-date;
- Coordinate the registration of UNESCO personnel (international/local staff, interns, volunteers) for the attendance of mandatory UN security briefings;
- Maintain the MAIP list for the Bangkok Office and affiliated project offices up-to-date;
- Follow-up on medical check-up of security personnel and drivers;
- Coordinate logistical arrangements for the shipment of personnel effects and household goods for departing international staff;
- Process requests for customs clearance of personal effects, household goods for incoming international staff;
- Process requests for visa applications, re-entry visa, permit to stay and other relevant travel documents for UNESCO personnel;
- Additional activities that maybe required ensuring the success of the work team.

### Qualifications/Requirements:

- Education** :
  - Successful completion of secondary school;
  - Completion of vocational school/institute with certification in HR is desirable.
- Experience** :
  - Minimum of 4 years of progressive work experience is required in general administration and/or supporting a human resource management area preferable within the UN system or an international non-profit organization.
- Language** :
  - Excellent knowledge of English language and fluency in Thai language.
- Skills** :
  - Excellent computer skills (MS Office, Outlook, SAP) and organizational skills are indispensable for carrying out the work;

**Apply to:**

Interested applicants are invited to submit an application letter in English (referencing the Job Announcement No. **JA 03-18**) together with a detailed resume including current salary (UNESCO CV/Application Form which can be found at: <http://bangkok.unesco.org/jobs>) and a list of three references (including name, position, address and contact details) by hard copy or e-mail before 25 April 2018 midnight (Bangkok time) to:

Chief, Administration and Finance Unit  
UNESCO Bangkok Office  
Mom Luang Pin Malakul Centenary Building  
920 Sukhumvit Road, Klongtoey  
Prakanong, Bangkok 10110 Thailand  
Fax no: +(662) 391-0866  
E-mail: [hr.bgk@unesco.org](mailto:hr.bgk@unesco.org)

***Only short-listed candidates will be contacted***