

## JOB ANNOUNCEMENT NUMBER: JA01-19

<b>Title:</b>	PROGRAMME ASSISTANT (Only candidates who have the right to live and work in Thailand may apply to this position)
<b>Domain:</b>	General Administrative Support
<b>Grade:</b>	SB-2 SC-4 level of the local UNDP salary scale
<b>Organizational Unit:</b>	Administration and Finance Unit, Natural Sciences and Social and Human Sciences, UNESCO Bangkok
<b>Primary Location:</b>	Bangkok, Thailand
<b>Type of Contract:</b>	Service Contract
<b>Duration:</b>	Initial three (3) months probationary period; renewal subject to satisfactory performance and availability of funds
<b>Deadline for Application:</b>	<b>21 February 2019 (midnight, Bangkok time)</b>
<b>Report to work:</b>	As soon as possible

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

### Major Duties and Responsibilities

Under the authority of the Director of the United Nations Educational Scientific and Cultural Organization (UNESCO) Asia-Pacific Regional Bureau for Education and under overall guidance and direct supervision of Senior Finance and Administrative Officer, working in close collaboration with the Regional Advisor for Social and Human Sciences and Programme Specialist for Natural Sciences, the incumbent shall exercise the functions of Programme Assistant and provide secretarial and administrative support as follows:

- Produce complete and in final form documents, publications and correspondence related to the work of the Section/ Unit from draft texts. Search, locate, compile, review and update information and data used in the development of documents, work plans and budgets; ensure accuracy and compliance with the approved amounts; enter data in, and run reports from, automated systems in order to support preparation of regular and ad-hoc budgetary/ financial updates, reporting on programme/ project delivery, statistics and/ or projections for use and scrutiny by the supervisor(s) or responsible manager. Provide administrative support for fund raising initiatives.
- Prepare a variety of administrative documentation using examples or templates; initiate administrative procedures and ensure follow-up, including payment follow-up in collaboration with the AO/EO Office. Inform team members of specific administrative processes and related procedures to support work planning and timely and coordinated execution of work; follow-up and alert team members of outstanding payments, timeframes and bottlenecks. Perform general administrative tasks such as leave and attendance recording; maintain files (both paper and electronic) and databases for work unit and assist in providing software and office equipment support.
- Organize official meetings, events and workshops by booking venues, equipment and providing other related logistical support. Organize official travel in conjunction with meetings, events and workshops; make travel arrangements; track and prepare itinerary and agenda; facilitate travel by providing/ clarifying information and preparing the necessary documentation such as visa applications. Provide administrative support for the events; collate/ format information and data for presentation in final form; inform participants; organize the distribution of documentation; collect minutes/ information/ documentation and prepare associated documentation.
- Receive, analyze, sort, register and distribute correspondence and documents; update and maintain large distribution lists and process requests for data and reports; determine the importance and priority of documents received and follow-up, draft correspondence and emails; review, proofread and edit outgoing correspondence according to standard practices and protocol ensuring proper grammar, spelling and punctuation; recommend changes/ corrections; and handle arrangement for translations of documents. Maintain information systems and databases in both physical and electronic media by recording, updating and retrieving information, documentation and data. Assist in the preparation of presentation materials using appropriate technology/software.
- Respond to enquiries and follow up on routine outstanding matters; route information and queries as appropriate; provide information to supervisor(s) and colleagues; make appointments, receive visitors and take telephone calls, answering enquiries and/or referring them to the specialist/ service concerned. Liaise

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with various internal services to obtain additional information/ clarifications. Provide guidance to short-term/ temporary staff on general office processes and procedures, automated systems, computer applications, etc.

- Perform additional activities that may be required to ensure the success of the work team.
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### Required qualifications

#### Education

- Secondary education. University Degree in Business or Public Administration, Bachelor of Commerce, Economics, Human Resources, Finance, Social Sciences, International Relations and any other related fields would be desirable, but it is not a requirement.

#### Work Experience

- Minimum four (4) years (with Secondary education), or, minimum one (1) year (with Bachelor Degree) of relevant experience in administration or programme support service.
- Experience in administrative support in an international environment, preferably in a United Nations.

#### Skills and competencies

- Excellent coordination skills.
- Excellent drafting skills in English and Thai.
- Capacity for accuracy and attention to detail in preparation of correspondence.
- Ability to take initiatives and to provide quality and timely support and services.
- Good interpersonal skills, discretion, good sense of judgement and capacity to deal efficiently and tactfully with people of different cultural backgrounds.
- Excellent IT skills with proficiency in the use of MS Office (Outlook, Word, Excel, PowerPoint, etc.).
- Ability to identify and negotiate best conditions for travel.
- Ability to work under pressure and flexibility to adjust work schedules and priorities.

#### Languages

- Excellent knowledge of English and Thai.
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### Apply to

All interested and qualified candidates are invited to submit:

- a cover letter (referencing the Job Announcement Number: JA 01-19);
- a full resume stating details of educational qualifications and working experience, present income, home and office telephone numbers, three (3) references and email address or UNESCO CV (Form HR 5-1).

to either:

E-mail: [hr.bgk@unesco.org](mailto:hr.bgk@unesco.org)

or

Senior Finance and Administrative Officer  
UNESCO Bangkok  
Mom Luang Pin Malakul Centenary Building  
920 Sukhumvit Road, Klongtoey  
Prakanong, Bangkok 10110  
Thailand  
Fax No. + (662) 391-0866

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### Assessment

An assessment exercise may be used in the evaluation of candidates

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A WRITTEN EXAMINATION MAY BE USED IN THE EVALUATION OF CANDIDATES

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

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Please note that UNESCO is a no-smoking Organization.

*UNESCO is committed to promoting gender equality within its Secretariat. Therefore, women candidates are strongly encouraged to apply. Persons with disabilities equally are encouraged to apply.  
UNESCO applies a zero tolerance policy against all forms of harassment.*

**UNESCO DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.**