

JOB ANNOUNCEMENT NO. JA 02-18

Date issued: 28 February 2018

- Title** : Programme Assistant
- Level/Fee** : L5/1 level of the local UN salary scale
- Organizational Unit** : Section of Educational Innovations and Skills Development (EISD), UNESCO Bangkok Office
- Contractual Status** : Service Contract (SC)
- Duration** : Initial three months probationary appointment; renewal of contract is subject to satisfactory performance and availability of funds
- Deadline for Applications** : 15 March 2018
- Report to work** : As soon as possible

Main Duties and Responsibilities:

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

Under the direct supervision of the Programme Specialist in Literacy and Lifelong Learning and under overall authority of the Director, UNESCO Bangkok and the Chief of Educational Innovation and Skill Development Section, the subscriber will perform the following functions:

1. Support in organizing regional conferences/meetings/workshops and assemble documents for these meetings/missions and follow up on required actions;
2. Assist in the implementation, monitoring and evaluation of the Projects “Strengthening Education System for Out of School Children in Southeast Asia Countries”, “Mobile Literacy for Out of School Children”, and JFIT funded “CLC and Lifelong Learning Visual Contents;
3. Prepare/process draft contracts; finalize the formatting of documents with various software (e.g. MS Word, Excel, Power Point); verify invoices against contract terms and conditions and prepare contract modifications and requests for payments;
4. Make financial reports and documents when necessary and reallocate the project budget under the supervision of a Project Officer or Programme Specialist;
5. Prepare correspondence and answer requests for information on programs and activities; attaching relevant documentation; review correspondence and other documents prepared for the signature of the Chief, EISD/Programme Specialist and make or recommend changes to format, style, spelling or grammar;
6. Assist in enhancing the overall quality of literacy and lifelong learning in the Asia-Pacific by collecting and disseminating successful innovations, assembling sets of materials for different

national and sub contexts, and undertaking information exchange activities such as coordinating contributions to newsletters, websites, and other publications;

7. Establish and maintain projects' files and reference systems for documents and correspondence, as well as procedures for the processing and approval of documents (briefs, reports contracts, budget and other documents);
8. Support the process of issuing Service Contracts and Consultancy Contracts as requested;
9. Assist in monitoring the projects' budget and communicating with relevant officers at Headquarter regarding budget inquires/issues under the supervision of a project officer or programme specialist;
10. Execute any other duties as may be assigned by the Supervisor to ensure success of the work team

Qualifications/Requirements:

Education: University degree in educational and social development, economic development or related area; a vocational degree in combination with qualifying experience may be accepted in lieu of a university degree.

Language: Excellent knowledge of English language and Thai language are required.

Experience: Minimum of 3-5 years of relevant work experience to support project/programme management and administration or related field; work experience in the UN system or international organization/NGOs would be an advantage.

Competencies: Excellent computer skills (SAP, MS Office, Outlook) and organizational skills are indispensable for carrying out the work; excellent communication skills (oral and in writing); ability to meet short deadlines and work under pressure; ability to work in a multi-cultural environment is essential. Experience of ERP systems would be an advantage.

Apply To:

Interested applicants are invited to submit an application letter in English (referencing the Job Announcement No. **JA 02-18**) together with a detailed resume including current salary (UNESCO CV/Application Form which can be found at: <http://en.unesco.org/careers/media/3705> or <http://www.unescobkk.org/job/opportunities/employment/>) and a list of three references (including name, position, address and contact details) by hard copy or e-mail before 15 March 2018 midnight (Bangkok time) to:

Chief, Administration and Finance Unit
UNESCO Bangkok
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

Only short-listed candidates will be contacted