

## JOB ANNOUNCEMENT NUMBER: JA 03-19

<b>Title:</b>	PROGRAMME ASSISTANT (INFORMATION) (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-3 SC-5 level of the local UNDP salary scale
<b>Organizational Unit:</b>	Section for Educational Innovation and Skills Development (EISD), 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 overall authority of the Director of the United Nations Educational Scientific and Cultural Organization (UNESCO) Asia-Pacific Regional Bureau for Education in Bangkok, Thailand and under the direct supervision of the Chief of Section for Educational Innovation and Skills Development (EISD), working in close collaboration with relevant Programme Specialists and Programme Officers, the incumbent shall be responsible for the following tasks:

- (i) Contribute to the overall objectives of UNESCO Bangkok EISD programme areas: Higher Education, Teachers, Education for Sustainable Development and Global Citizenship Education, ICT in Education, Technical and Vocational Education and Training, and Research and Foresight:
  - a. Monitor, update and maintain the back-end website of EISD's programme areas.
  - b. Maintain and facilitate EISD's various web-based networking platforms, e.g., the Education Community Portal, Entrepreneurship Education Network, ESD Network, ICT in Education Network, etc.
  - c. Facilitate the organization of the UNESCO-APEID International Conferences using UNESCO's web-based conference management system.
  - d. Provide technical assistance in the organization of meetings, seminars, conferences as and when necessary.
- (ii) Support activities related to maintenance of online project communities, facilitating discussions on relevant issues, and providing inputs to the website.
- (iii) Maintain and update the various directories of EISD's networks and communities of practice.
- (iv) Conduct research on technological development to identify and suggest options to share and disseminate EISD's work and enhance UNESCO's visibility through UNESCO Bangkok's website and other social media.
- (v) Undertake other tasks and missions as may be instructed by the Director of UNESCO Bangkok, the Chief of EISD and relevant Programme Specialists and Programme Officers.

### Required qualifications

#### Education

- Secondary, technical and/or vocational education with relevant certifications in hardware and software management and application. University Degree in Computer Science, Internet Marketing and any other related fields would be desirable, but it is not a requirement.

#### Work Experience

- Minimum five (5) years (with Secondary education), or, minimum two (2) years (with Bachelor Degree) of relevant experience, including network administration, support to management of hardware and software platforms, telecommunications facilities, knowledge of Windows-based packages/applications.
- Experience in providing support in an international environment, preferably in a United Nations.

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### Skills and competencies

- Demonstrating/safeguarding ethics and integrity
- Excellent IT skills, including good knowledge of search engine optimization/marketing (SEO, SEM), marketing database, email, social media and CRM, working knowledge of HTML, CSS, and JavaScript development and constraints, Good knowledge of Web CMS, especially Drupal and Wordpress.
- Excellent coordination skills.
- Good interpersonal skills, discretion, good sense of judgement and capacity to deal efficiently and tactfully with people of different cultural backgrounds.
- Demonstrate corporate knowledge and sound judgment
- Self-development, initiative-taking and providing quality and timely support and services
- Acting as a team player and facilitating team work
- Facilitating and encouraging open communication in the team, communicating effectively
- Creating synergies through self-control
- Managing conflict
- Learning and sharing knowledge and encourage the learning of others. Promoting learning and knowledge management/sharing is the responsibility of each staff member.
- Ability to work under pressure and flexibility to adjust work schedules and priorities.

### Languages

- Excellent knowledge of written and spoken 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 03-19);
- a full resume stating details of educational qualifications and working experience, present income, home and office telephone numbers, three (3) references and email address

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.**