

JOB ANNOUNCEMENT NO. JA 06-18

Date issued: 15 May 2018

- Title** : Programme Assistant
- Level/Fee** : L5/1 level of the local UN salary scale
- Organizational Unit** : Section for Educational Innovation and Skills Development
UNESCO Bangkok
- Contractual Status** : Service Contract (SC)
- Duration** : Initial three months probationary appointment; renewal subject to satisfactory performance and availability of funds.
- Deadline for Applications** : 28 May 2018
- Report to work** : As soon as possible

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

Background:

The Section for Educational Innovation and Skills Development (EISD) oversees several programme areas including (i) Research and Foresight, (ii) Higher Education, (iii) Teachers, (iv) Education for Sustainable Development and Global Citizenship, (v) Technical and Vocational Education and Training, (vi) ICT in Education and (vii) Non-formal Education and Literacy. Its mission is to promote innovation in education and contribute to the capacity development of education systems in order to provide equitable, quality, relevant and technology-enabled lifelong learning and skills development opportunities for all towards sustainable development and peace in the region.

UNESCO Bangkok Office is seeking a Programme Assistant to provide programme support for the Education for Sustainable Development and Global Citizenship (ESD) Team.

Major Duties and Responsibilities:

Under the authority of Director of the UNESCO Bangkok office, the overall supervision of the Chief, Section for Educational Innovation and Skills Development, and the direct supervision of the responsible Programme Specialist, the incumbent shall perform the following tasks:

1. Assist in the design, implementation and monitoring of the activities and projects under the Education for Sustainable Development and Global Citizenship programme of UNESCO Bangkok. This entails the following tasks:
 - 1.1. Search, analyze and compile information;
 - 1.2. Draft and prepare reports, briefings, articles, presentations and other documents;
 - 1.3. Manage and monitor the webpage for Education for Sustainable Development and Global Citizenship within the UNESCO Bangkok website.

2. Assist in the organization of meetings, workshops, seminars and conferences and provide logistical support. This includes the following tasks:
 - 2.1. Draft correspondence and meeting documents;
 - 2.2. Communicate with participants;
 - 2.3. Procure services and supplies;
 - 2.4. Take meeting minutes and notes.
3. Provide administrative support in day-to-day programme implementation including responding to inquiries, following up with contracts and payments, monitoring budgets, and filing.
4. Undertake any other tasks assigned by the Chief of Section and the Programme Specialist.

In line with UNESCO's overall gender mainstreaming strategy, the incumbent is expected to integrate a gender perspective in all activities and apply gender analysis and mainstreaming concepts whenever feasible.

Qualifications/Requirements

Education: University degree in education, social sciences, interdisciplinary studies or a related field.

Language: Excellent written and spoken English.

Experience: At least 3 years of work experience in a similar function. Previous experience in working in the UN system, an international organization or a non-governmental organization is an advantage.

Skills and competencies: Excellent communication, drafting and writing skills in English; excellent computer skills in basic office software tools; ability to work independently on delegated tasks; ability to work efficiently under pressure and in multicultural environment; interests in social change.

Apply To:

Interested applicants are invited to submit an application letter in English (referencing the Job Announcement No. **JA 06-18**) 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 28 May 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.