

Date Issued : 12 September 2019

JOB ANNOUNCEMENT NUMBER: JA 14-19

Title:	Programme Assistant (Only candidates who have the right to live and work in Thailand may apply to this position)
Domain:	General Administrative and Programme Support
Grade:	SB-2 SC-4 level of the local UNDP salary scale
Organizational Unit:	Communication and Information (CI) Unit, UNESCO Bangkok
Primary Location:	Bangkok, Thailand
Type of Contract:	Service Contract
Duration:	18 months with initial three (3) months probationary period
Deadline for Application:	25 September 2019 (midnight, Bangkok time)
Report to work:	As soon as possible

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

Background

UNESCO's Communication and Information programme works towards building inclusive knowledge societies, which underpin freedom of expression, independent and pluralistic media, universal access to information and preservation of documentary heritage.

A Programme Assistant is required to provide general administrative and programme support for the delivery of UNESCO Bangkok Office's Communication and Information programme.

Major Duties and Responsibilities

Under the overall authority of the Director of United Nations Educational, Scientific and Cultural Organization (UNESCO) Asia-Pacific Regional Bureau for Education, and direct supervision of the Advisor for Communication and Information, the incumbent shall perform the following functions:

- Prepare administrative documentation using examples or templates; initiate administrative procedures and ensure follow-up, including payment in collaboration with the AO 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 and timeframes.
- Provide logistical and administrative support for the organization of CI meetings, events and seminars by booking venues, equipment and providing other necessary support.
- Organize official travels of participants in conjunction with meetings, events and workshops as well as official travels of CI staff; facilitate travels by preparing the necessary documentation such as visa applications.
- Receive, register and distribute correspondence and documents; draft correspondence and emails; proofread and edit outgoing correspondence according to standard practices and protocol ensuring proper format; and handle arrangement for translations of documents.
- Maintain files using CI shared folder, contact database and distribution list. Assist in maintaining software and office equipment for the CI unit.
- Respond to enquiries and follow up on routine outstanding matters; make appointments, receive visitors and take telephone calls, answering enquiries and/or referring them to the specialist/ service concerned.
- Perform other functions as requested by the Adviser for Communication and Information.

Competencies

A successful candidate will be required to demonstrate the following competencies:

Accountability
Communication
Teamwork

Innovation
Results focus
Planning and organizing
Knowledge sharing and continuous improvement

For detailed information please consult the [UNESCO Competency Framework](#)

Required qualifications

Education

- Secondary education. University Degree preferably in communication, journalism, media studies, international relations or a related discipline would be desirable.

Work Experience

- Minimum four (4) years (with Secondary education), or, minimum one (1) years (with Bachelor Degree) of working experience, preferably in the field of communication, journalism, media studies or international relations.
- Experience in administrative and programme support in an international organization, preferably in the United Nations, is an asset.

Skills and competencies

- Excellent communication skills both oral and written;
- Good organizational skills;
- Ability to work independently on delegated tasks;
- Ability to take initiatives and to provide quality and timely support and services;
- Excellent interpersonal skills with good team work spirit in a multicultural environment;
- Good IT skills with proficiency in the use of MS Office (Outlook, Word, Excel, PowerPoint, etc.).
- Ability to work under pressure and flexibility to adjust work schedules and priorities.
- High sensitivity to the UN's principles regarding inclusiveness and neutrality.

Languages

- Excellent written and spoken English (speaking, reading and writing).
 - Knowledge of another language of Mekong region is an asset.
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Apply to

All interested and qualified candidates are invited to submit:

- a cover letter (referencing the Job Announcement Number: JA 14-19);
- 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

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

Assessment

An assessment exercise may be used in the evaluation of candidates

A WRITTEN EXAMINATION MAY BE USED IN THE EVALUATION OF CANDIDATES

Only short-listed candidates will be contacted.

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.