



9 November 2012

PER 262/5(1)

To: All Staff of UNDP and Related Offices
All UN Agencies in Bangkok

From: Margaret Goon
Chief of Operations
UNDP Asia-Pacific Regional Centre

Subject: Vacancy Announcement

A handwritten signature in black ink, appearing to be 'Margaret Goon', is written over the 'From:' field of the email header.

Please find attached a Vacancy Announcement for the following post:

Administrative Assistant - DSS (GS4)
UN Department of Safety and Security

Administrative Assistant (GS4)
Environment and Energy Team, UNDP Asia-Pacific Regional Centre

Interested candidates should submit application online with detailed resume and UN Personal History Form (P11) by **25 November 2012** at:

<http://www.th.undp.org/content/thailand/en/home/operations/jobs/>

These positions are open for Thai national only.

Qualified male and female candidates are equally encouraged to apply.

Only shortlisted candidates will be notified

**United Nations Development Programme
Terms of Reference**

Post Title:	Administrative Assistant (GS4)
Type of Appointment:	Fixed-Term Appointment
Organizational Unit:	Environment and Energy, UNDP APRC
Duty Station:	Bangkok, Thailand

Background:

The Asia-Pacific Regional Centre (APRC) of the United Nations Development Programme provides policy expertise and advisory services in the areas of Poverty Reductions and MDGs achievement, Democratic Governance, Crisis Prevention and Recovery, Environment and Sustainable Development, HIV/AIDS and Health and in the cross-cutting areas of Gender, Capacity Development and Knowledge Management. The Centre acts as a hub of development knowledge, an advocate for equitable human development and inclusive growth, a promoter of South-South cooperation, a facilitator of regional dialogues on sensitive and emerging development issues, a pioneer of innovative sustainable solutions and a broker of efficient development aid. APRC supports the 24 UNDP Country Offices across the region through tailored policy advisory services, project backstopping, programming, operations and knowledge management support. We rapidly deploy joint teams in response to emergencies in the region prone to natural disasters and humanitarian crisis. Priority for direct support is given to Least Developed Countries, Small Islands States and Landlocked Developing nations as well as to conflict and post-conflict nations.

Under the overall guidance of the Regional Practice Leader and direct supervision of a designated supervisor if applicable, the Administrative Assistant provides administrative support services ensuring high quality, accuracy and consistency of work.

The Administrative Assistant works in close collaboration with the Administrative Associate, Programme Assistants, Regional Technical Advisors/Specialists, and Operations Support Team (OST) of the Asia-Pacific Regional Centre (APRC) in Bangkok to support the Environment and Energy team.

Duties and Responsibilities:

1. Administrative and Operational Support

The incumbent will:

- Be responsible for E&E team procurement processes under the rules and regulations of UNDP, including preparation of requisition, purchase order, bids or proposals, and their preliminary evaluation;
- Prepare requisitions and purchase orders for contracts of national and international consultants, travel authorizations, procurement of goods;
- Liaise with the Operations Support Team (OST), UNDP's travel agent and other units for necessary administrative, procurement and financial matters as appropriate;

- Perform any other duties as required by the supervisor in relation to the team objectives.

2. Logistical Services

The incumbent will be responsible for:

- **Travel Arrangements:** Prepare in advance all travel arrangements for the Team Members' official missions, including visa requests, travel requests/authorizations, DSA and security clearances, hotel reservations and transportation, document and material for the mission. Maintain supporting documents related to official missions needed to settle travel claims and for audit purposes according to UNDP Regulations and Rules (i.e. ticket stubs; receipt related to hotel bills, visas, DSA, security clearance requirement, etc);
- **Meetings and workshops:** Supports the preparation of RCU workshops and provides all logistical services; collects and maintains all relevant documents and presentations; organizes and coordinates RCU team meetings and prepares corresponding minutes, including follow-up.

3. Information and record management

The incumbent will be responsible for:

- Maintaining team members' mission, absence record, a calendar of events (national and regional) and a team's contact details for the purpose of the periodic activity report for the Asia-Pacific Regional Centre in Bangkok and the Bureau at the Headquarter as required;
- Good maintenance of office administrative files including asset registration and inventory records.

Competencies:

Corporate Competencies:

- Demonstrates commitment to UNDP's mission, vision and values.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:

Leadership and Self-Management

- Focuses on results for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humored even under pressure

Development and Operational Effectiveness

- Ability to perform a variety of standard tasks to promote a client, and results-oriented approach consistent with UNDP rules and regulations

- Ability to provide high quality and accuracy of work
- Ability to provide input to business processes re-engineering, implementation of new system, including new IT based systems
- Good knowledge of Results Management Guide and Toolkit

Knowledge Management and Learning

- Shares knowledge and experience
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills

Qualifications:

Education:

- Thai national with secondary education. University degree in Public Administration, Economics, Business Administration, Social Sciences or related fields is preferred.

Work Experience:

- At least four years of administrative/ office support work; previous work experience in an international organization, UN agency or international NGO or in the travel or event industry would be an advantage.
- Computer proficiency in MS Office, especially MS Word, Excel and Power Point
- Strong organizational and interpersonal skills and the ability to work under pressure and with people from different background

Language Requirement:

- Good command of English and Thai, both oral and written

Interested candidates should submit applications online with UN Personal History Form (P11) by **25 November 2012** at:

<http://www.th.undp.org/content/thailand/en/home/operations/jobs.html>

Only short listed candidates will be notified.