




PER 262/5(1)

25 May 2005

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

FROM: Carlos Haddad 
Chief of Operations

SUBJECT: **Vacancy Announcement**

Please find attached Vacancy Announcement for the post:

Secretary in the Office of the UN Resident Coordinator, UNDP, Bangkok

Detailed job descriptions can be accessed at the following website:

<http://www.undp.or.th/jobs/>

Interested candidates should submit detailed resume, a recent photo, UN Personal History Form (P11) along with a cover letter clearly stating the position by **9 June 2005** to:

Human Resources Associate
G.P.O. Box 618
Bangkok 10501
or e-mail to: hr.thailand@undp.or.th

A small, handwritten blue mark or signature is located in the bottom right corner of the page.

Terms of Reference

Title:	Secretary
Type of Contract:	Service Contract
Grade level:	Equivalent to GS 4/5
Period of Assignment:	July to December 2005 with possibility of extension
Organisation:	Office of the UN Resident Coordinator
Duty Station:	Bangkok, Thailand

Duties and Responsibilities:

Under the direct supervision of the UN Resident Coordinator/Humanitarian Coordinator (RC/HC) and in close consultant with the RC/HC's Executive Assistant, the incumbent is part of a team responsible for ensuring effective and efficient management and operation of the Office of the RC/HC, with emphasis on her roles in relation to tsunami activities. The incumbent supports the RC/HC in all aspects of secretarial and administrative functions inherent to the position.

1. Provide secretarial and administrative support to the supervisor and other officials as required
2. Screen and monitor incoming correspondence and visitors
3. Answer telephone calls and act as first contact point in the office and provide information/assistance to callers as appropriate
4. Maintain an efficient filing system for all hard and electronic files and reference materials
5. Provide organisation and coordination support for internal and external meetings with other units, agencies, and bodies. Assist in the preparation of meeting agenda and minutes
6. Write official communications, proof-read outgoing communications, and translate documents from Thai to English and vice versa
7. Assist in the preparation and distribution of tsunami-related situation reports
8. Manage supervisor's calendar and meeting schedules
9. Assist in the compilation of reports, background materials, working papers, and statistical data for supervisor's meetings
10. Make travel arrangements for supervisor and other officials as required
11. Maintain a schedule of visitors and share the information appropriately with all concerned
12. Keep track of movements of staff in the UNDP Country Office and schedules of visitors
13. Perform any other duties as required

Psychological and/or Attitudinal Skills:

- High standard of integrity
- Result-orientedness
- Well-developed personal skills of professionalism, personal discipline, and impartiality

- Commitment to customer service: willingness and capacity to resourcefully meet internal and external customer needs promptly
- Ability to work under pressure: meet inflexible deadlines and deal with difficult individuals while maintaining composure
- Ability to work independently
- Ability to work as part of a team, sharing information and coordinating efforts within the team and the office community
- Ability to maintain highest level of confidentiality
- Ability to use discretion and mature judgment
- Initiative and resourcefulness

Qualifications:

- Thai national
- Bachelor's degree
- At least 3 years of relevant professional experience
- Proficiency in Microsoft Office
- Working knowledge of UNDP/UN system a distinct advantage
- Secretarial training and ability to take shorthand and asset
- English and Thai proficiency, both verbal and written

Interested candidates should submit a detailed resume, a recent photo, and UN Personal History Form (P11) along with a cover letter clearly stating the position by 9 June 2005, to:

Human Resources Associate
G.P.O. Box 618, Bangkok 10501
or e-mail to: hr.thailand@undp.or.th

Competitive salaries and benefits will be offered according to the UN General Service scales applicable in Thailand. Only short listed candidates will be notified.
(Internal candidates will be given first priority)
