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Ref : PER-GS-4 (CONF)

Date: 1 December 2008

**Announcement No. 07 (2008) E**

### **INTERNAL/EXTERNAL ANNOUNCEMENT**

Post Title: Part-time Secretary (50%)  
Department/Unit: Regional Economic and Social Analysis Unit, RO-Bangkok  
Post Level: GS-4  
Duration: One-year fixed-term contract  
Duty Station: Bangkok  
Starting Date: As soon as possible

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Applicants are invited for the position of Part-time Secretary in the ILO Regional Economic and Social Analysis Unit, Regional Office for Asia and the Pacific.

#### **Introduction**

The incumbent will work under the overall guidance of the Senior Economist, Regional Economic and Social Analysis Unit (RESA) providing secretarial assistance to the RESA unit with a particular emphasis on the Green Jobs Initiative.

The ILO's Green Jobs Initiative was launched in collaboration with the United Nations Environment Programme and the International Trade Union Confederation in November 2007. The initiative supports a concerted effort by governments, employers and trade unions to promote environmentally sustainable jobs and development in a climate-challenged world.

#### **Duties and responsibilities:**

1. Typing a wide variety of correspondence, reports and documents using word processing equipment, proofread and ensure that grammar, spelling and punctuation are correct. Making photocopies as required;

2. Drafting correspondence on routine matters. Receiving, screening and routing correspondence, and attaching necessary background information;
3. Assist in making travel arrangements, including hotel reservations, by preparing relevant administrative forms for the supervisor and other officials;
4. Maintaining office files and records on various subjects with a particular emphasis on work on Green Jobs;
5. Providing secretarial and administrative support for meetings, seminars and/or workshops and arranging printing work including dissemination of publications;
6. Performing other duties as assigned by the supervisor including sending faxes, email, pouch and express mail, and undertaking background research as may be required.
7. Preparing staff requisitions, external collaboration contracts and service agreements for experts and consultants initiated by RESA, including contracts for consultants commissioned to participate as resource persons in regional meetings organized by RESA; and maintaining the record of external collaboration contracts and service agreements under RESA for reporting requirements;
8. Budget monitoring of resources allocated for certain aspects of RESA work, particularly work on Green Jobs;

**Qualification Required:**

**Education** - Completion of secondary school education and secretarial training.

**Experience** - Three years of secretarial experience.

**Languages** - Excellent knowledge of the working language of the duty station, and good knowledge of another working language.

**Competencies** - Proven ability to use word processing software and email. Ability to use other software packages required by the work unit. Proven shorthand and typing abilities. Knowledge of modern office procedures, and computer software packages required for work. Knowledge of secretarial practices and procedures. Knowledge of in-house procedures for the preparation of documents and administrative forms, and for the use of filing systems. Ability to draft correspondence and to ensure correct spelling, grammar and punctuation. Ability to reply in an appropriate manner to telephone and in-person inquiries. Ability to work well with colleagues. Ability to organize own work. Ability to evaluate correspondence and inquiries for best course of action. Ability to obtain services from other work units inside or outside the office for completion of tasks.

**Closing Date:**

Interested candidates should submit an application letter including a detailed resume to the Regional Human Resources Development Section, International Labour Organization, P.O. Box 2-349, Bangkok 10200 or by Fax: 02-288-3057 by 15 December 2008. This vacancy notice has been issued on the ILO website (<http://www.ilo.org/asia>). Only short listed candidates will be notified.

Prospective candidates may be required to do a written examination and, if short-listed, will be called for an interview.

*If the selected applicant has less than the required qualifications, the appointment may be initially made at a grade lower than that of the post.*

*The ILO values diversity among its staff. We welcome applications from qualified women and men, including those with disabilities.*

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