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Ref : PER-GS-4 (CONF)

Date: 30 December 2008

**Announcement No. 08 (2008) E**

### INTERNAL/EXTERNAL ANNOUNCEMENT

Post Title: Project Assistant  
Project Title: Livelihoods Support for Avian & Human Influenza Pandemic  
Prevention and Preparedness at the Workplace Project  
Post Level: GS-5  
Duration: One-year fixed-term contract (no extension possible)  
Duty Station: Bangkok  
Starting Date: As soon as possible

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Applicants are invited for the position of Project Assistant in Livelihoods Support for Avian & Human Influenza Pandemic Prevention and Preparedness at the Workplace Project.

The following are eligible to apply:

- Internal candidates in accordance with paragraph 15 of Annex I of the Staff Regulations; and
- External candidates

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

Under the overall guidance of the Senior Occupational Safety and Health (OSH) Specialist of ILO Subregional Office for East Asia (SRO-Bangkok), and daily supervision of the National Project Coordinator (NPC), the Project Assistant will provide secretariat and administrative support to the ILO Project on Livelihoods Support for Avian & Human Influenza Pandemic Prevention and Preparedness at the Workplace.

1. Carry out administrative tasks and provide logistic secretarial support to the implementation of project's activities in a timely manner.
2. Work process correspondence, reports and related documents. Draft non-routine correspondence. Recommend deadlines and follow-up dates, and coordinate responses. Follow up on the status of work in progress involving the preparation of correspondence or reports.

3. Provide informal translation of correspondence from English into Thai.
4. Provide administrative support for meetings and workshops. Attend meetings and take notes or draft minutes as required. Maintain the travel plan of the work unit, make travel arrangements and related administrative formalities.
5. Collect data and search for information on development and/or subject matters related to the project.
6. Facilitate programming support in the monitoring and implementation of activities and take follow-up actions (consultants, nominations, logistic support, admin/finance, etc).
7. Assist in arranging programmes for in-coming official missions, make appointments with ILO's tripartite constituents, including administrative support.
8. Monitor and administer the financial management of the project according to the ILO rules and procedures. Analyze relevant resources and activities and participate in the evaluation exercises.
9. Contribute to the preparation of progress reports (technical and administrative/ financial) and other reports on project activities by providing information, preparing tables and drafting selected sections.
10. Prepare background information, briefing notes and presentation materials on the project for use in programme and discussions.
11. Create and maintain the work unit's filing and reference systems.
12. Maintain up-to-date directories of constituents, ministers, government and other high level officials.
13. Perform other duties as assigned by the supervisor.

**Qualification Required:**

**Education:** Completion of secondary education or commercial school.

**Experience:** Five years of related clerical and/or office experience.

**Languages:** Excellent knowledge of English and one working language of the duty station.

**Competencies:** Ability to use word processing and spreadsheet software, as well as computer software packages required for work. Knowledge of office's operations for the preparation of documents and of the use of filing system. Ability to reply in and appropriate manner. Ability to evaluate

correspondence and enquiries. Ability to search and retrieve information from databases and compile reports. Ability to determine relevant background and reference material. Ability to work well with colleagues. Ability to organize own work. Ability to work in a team and work under pressure.

**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 14 January 2009. This vacancy notice has been issued on the ILO website (<http://www.ilo.org/asia>). Only candidates under positive consideration 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.*

Distribution:

All Bangkok-based staff  
All ILO projects in Thailand  
ILO Staff Union in Bangkok  
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