

File: PER-GS-4 (CONF)

Date: 30 July 2009

Announcement No. 05 (2009) E

VACANCY ANNOUNCEMENT

Post Title: Senior Secretary
Department/Unit: ILO Subregional Office for East Asia, Bangkok
Post Level: GS-5
Duration: Up to 31 December 2009
Duty Station: Bangkok

Applicants are invited for the position of Senior Secretary in the ILO Subregional Office for East Asia, Bangkok (SRO-Bangkok).

Duties and responsibilities:

1. Arrange appointments and maintain the supervisor's calendar. Receive visitors, place and screen telephone calls, and answer queries with discretion.
2. Arrange meetings, both internal and external, some involving high-ranking officials, and take minutes and/or notes at meetings.
3. Serve as administrative secretary at training courses, seminars and workshops.
4. Translate brief documents, and may act as interpreter.
5. Take and transcribe dictation on a variety of subject matters, and ensure that spelling, punctuation and format are correct. Type correspondence, documents and reports, some of which are highly confidential, including statistical tables, and ensure correct spelling, grammar and punctuation.
6. Receive, screen, log and route correspondence, attach necessary background information and maintain follow-up system for action and deadlines.
7. Send faxes, email, pouch and express mail within the region and to headquarters in Geneva.
8. Draft non-routine correspondence and responses, and ensure follow-up action.
9. Maintain policy, confidential and general files.

10. Clear outgoing correspondence for conformity with established procedures and accuracy of statements before being signed by the supervisor. Prepare administrative requests and forms for the supervisor and visiting officials and follow-up with the relevant administrative services on their processing.
11. Select and make pertinent abstracts and undertake searches for information.
12. Maintain up-to-date directories of constituents, ministers, government and other high level officials.
13. Make travel arrangements for the supervisor and perform liaison duties with other units, UN agencies, ministries, non-governmental organizations and constituents.
14. Assist in arranging programmes for in-coming official missions, make appointments with ILO' s tripartite constituents, including logistical arrangements and secretarial assistance.
15. May provide guidance to other secretaries.
16. Perform other duties as assigned by the supervisor, including updating information on web sites.

Qualification Required:

Education - Completion of secondary school education and secretarial training. Successful completion of the typing and standard office computer applications test is compulsory.

Experience – Three years of secretarial experience.

Languages – Excellent knowledge of English and Thai language

Competencies – Proven ability to use word processing software and email. Ability to use other software packages required by the work unit. Thorough knowledge of modern office procedures, and computer software packages required for work. Thorough knowledge of secretarial practices and procedures, and knowledge of administrative practices. Knowledge of the subject matter and programme served. Knowledge of in-house procedures for the preparation of documents and administrative forms, and for the creation and maintenance of filing systems. Knowledge of protocol. Proven ability to draft correspondence and to ensure correct spelling, grammar and punctuation. Ability to take minutes of meetings. 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. Ability to search and retrieve information from databases and compile reports. Ability to respond to requests from officials from government offices, ministries, ILO constituents and NGOs. Ability to determine relevant background and reference materials for others, and to screen requests for urgency and priority. Ability to deal with confidential matters with discretion.

Closing Date:

Interested candidates should submit an application letter including a detailed resume to the Regional Human Resources Development Section, P.O. Box 2-349, Bangkok 10200, Thailand, preferably through internet e-mail address: BKK_HR@ilo.org by **7 August 2009**.

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.

QUALIFIED FEMALE CANDIDATES ARE ENCOURAGED TO APPLY.

Distribution:

All Bangkok-based Staff
All ILO projects in Thailand
ILO Staff Union in Bangkok
All UN Agencies and Embassies in Thailand