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VACANCY ANNOUNCEMENT

Post Title: Programme Assistant
Department/Unit: ILO Subregional Office for East Asia
Post Level: GS-6
Duration: Twelve months
Duty Station: Bangkok
Starting Date: As soon as possible

This competition is open to fill the post of Programme Assistant in the ILO Subregional Office for East Asia (SRO-Bangkok). The successful incumbent will be offered a fixed term appointment of 12 months for the temporary replacement of the current incumbent. Under the guidance of the Director of SRO-Bangkok, the Programme Assistant is responsible for ILO activities in Malaysia, Singapore, Brunei Darussalam and Korea (Republic of).

Background

SRO-Bangkok provides technical support and guidance for ILO Decent Work Country Programmes and activities in the countries for which it has geographical competence. SRO-Bangkok aims to ensure that the needs of ILO's tripartite members (governments, employers and workers) are respected in the design and execution of country specific programmes, and that appropriate links are maintained in relation to the development and rights based approaches of the ILO and the UN, in particular the ILO Decent Work Agenda, the Millennium Development Goals (MDGs) and the United Nations Development Assistance Framework (UNDAF) for each country.

The Programme Assistant is located in the SRO-Bangkok and reports to the Director. The SRO-Bangkok is responsible for the ILO's technical support to Decent Work Country Programmes in 11 countries, including Malaysia, Singapore, Brunei Darussalam and Korea (Republic of). SRO-Bangkok is responsible for the policy in action, relations with the constituents and donors, UN country team work and overall country programme management (design, planning, monitoring, backstopping and self-evaluation). Under the overall responsibility of the SRO-Director, the incumbent provides support to the country programme and backstopping in these four countries, assists in maintaining and developing relations with the constituents and other development partners; coordinates and works closely with the constituents in developing the ILO's country objectives and programme frameworks, the decent work country programme (DWCP) where it is applicable; and assists in coordinating with the UN country team particularly the UN Resident Coordinator's system for joint programme planning and action in areas within the ILO's mandates and priorities.

Duties

1. Collect information from records and reports, compile socioeconomic or other relevant data, and prepare reports on programme and project activities.
2. Organize data and information, and prepare and maintain records, documents and control systems for the monitoring and evaluation of project and programme implementation.
3. Contribute to the preparation of reports, project documents and submissions to governments by providing information, preparing tables and drafting selected sections. Participate in project activities and needs identification and prioritization, and assist with technical cooperation project design and workplan development.
4. Review and evaluate host institutions' reports prepared by training coordinators. Evaluate fellows' final reports.
5. Prepare background information for use in programme and budget preparations and discussions.
6. Participate in the briefing of project and other programme related activities.
7. Review plans of operations and other project related documents and take appropriate follow up action.
8. Carry out specific administrative operational/control tasks for project and programme activities.
9. Provide guidance and/or supervision to lower level programme clerks.
10. Perform other related duties as required.

Qualification requirements:

Education

Completion of secondary school education, supplemented by technical or university level courses in a field related to the work of the organization.

Experience

Six years of progressively responsible clerical or administrative work, of which at least one year in programme support activities.

Languages

Excellent knowledge of English, both spoken and written.

Competencies

Good knowledge of the purpose and functions of the technical programme and the other offices and sectors interacting with the programme. Knowledge of technical data and good administrative skills to provide programming support. Good knowledge of programme planning,

implementation and evaluation principles, practices and procedures. Ability to work with word processing and spreadsheet software, as well as computer software packages required for work. Ability to prepare preliminary reports and to draft correspondence. Good analytical skills. Ability to communicate effectively both orally and in writing. Ability to deal with a range of staff and to respond to their queries. Ability to work in a team and to work under pressure. Good organizational skills. Excellent time management skills. Supervisory skills. Must demonstrate responsible behaviour and attention to detail. Ability to work and communicate with people in a polite, courteous and cooperative manner. Must display high standards of ethical conduct. Must demonstrate honesty and integrity. Ability to reason and make sound judgements.

Closing Date:

Interested candidates are requested to send their applications to the Regional Human Resources Development Section, International Labour Organization, P.O. Box 2-349, Bangkok 10200 or by Fax: 02-288-3057 by 20 October 2009. This vacancy notice has been issued on the ILO website (<http://www.ilo.org/asia>). Only candidates under positive consideration will be notified. Applications submitted by officials in the same grade will be given prior consideration. Prospective candidates are required to sit for a written examination and to be interviewed, if short-listed.

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
All UN Agencies and Embassies in Thailand