



ASIA-PACIFIC TELECOMMUNITY
12/49 Soi 5, Chaeng Watthana Road, Bangkok 10210, Thailand

VACANCY NOTICE NO. APT/HR/2021-01

- 1. Post Title:** Project Coordinator
- 2. Classification:** General Service (Level 6)
- 3. Period of Appointment:** One year from the date of commencement and extendable depending on performance and conduct (with the probation period of 3 months)
- 4. Duty Station:** APT Secretariat, Bangkok, Thailand
- 5. Special Notice:** Appointment against this post is on a local basis.
- 6. Qualifications & Experience:**
 - 6.1 University Degree in telecommunications, electronics, electrical or information processing engineering and other related fields; another degree or certificate in economics or law would be an advantage; holder of Master's Degree would also be an advantage;
 - 6.2 Good knowledge in telecommunication policy and regulations and other related fields;
 - 6.3 Good knowledge and experiences on international conferences and good understanding of its procedure; experience in organizing international events will be an advantage;
 - 6.4 Computer literacy and proficiency in Microsoft Office;
 - 6.5 Excellent command of written and spoken English;
 - 6.6 At least 10 years or more working experience in the ICT sector.

7. Responsibilities:

The personnel will be assigned to, but not limited to, the following tasks:

- 7.1 Undertake work activities for preparing and organizing events as designated by the Secretary General;
- 7.2 Prepare summary records of the events;
- 7.3 Provide assistance to Office Bearers as appropriate;
- 7.4 Prepare policy and procedural documents for the functioning of the Work Programmes;
- 7.5 Update website and contents relevant to the work;
- 7.6 Coordinate with members for their outputs(reports, working papers, proposals etc), edit and circulate to all concerned;
- 7.7 Provide assistance for the Management Committee and General Assembly meetings by preparing draft working papers and reports;

- 7.8 Coordinate APT preparatory activities for ITU Conferences (such as Plenipotentiary Conferences, World Telecommunication Standardization Assembly, World Radiocommunication Conference, World Telecommunication Development Conference, etc) and other related work as assigned;
- 7.9 Perform other related duties as may be assigned by the supervisor and/ or Secretary General.

8. Submission of Application:

Interested candidates are requested to submit a cover letter and CV along with a duly completed APT Personal Information Form to APT Secretariat by **15 April 2021** via email at apt-ab@apt.int.

Only the candidates on the shortlist will be contacted after application.