



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

VACANCY NOTICE NO. APT/HR/2021-02

- 1. Post Title:** Senior Administrative Assistant
- 2. Classification:** General Service (Level 7)
- 3. Period of Appointment:** One year from the date of commencement and extendable depending on performance and conduct.
(with the probation period of 6 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 management of administration, business administration, or related fields. A holder of degree in law or Master's degree would be an advantage;
 - 6.2 Ability to prepare written documents, such as analysis, report and letter;
 - 6.3 Computer literacy and proficiency in Microsoft Office;
 - 6.4 Excellent command of written and spoken English, a good knowledge of Thai both written and spoken would be an advantage;
 - 6.5 Knowledge in United Nations Common System and working experience in international organizations would be an advantage;
 - 6.6 At least ten years or more work experience in related field.
- 7. Responsibilities:**

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

 - 7.1 Carry out day to day administrative work including protocol, legal affairs, procurement, maintenance of building and equipment, etc.;
 - 7.2 Carry out human resource management function for the APT;
 - 7.3 Support activities relating to organization of meetings, including preparing documents for the Management Committee on financial and personnel matters;
 - 7.4 Carry out relevant work in line with UN Common System;
 - 7.5 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 **30 June 2021** via email at apt-ab@apt.int.

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