



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

VACANCY NOTICE NO. APT/HR/2021-03

- 1. Post Title:** Project Coordinator
- 2. Classification:** General Service (Level 5 or 6, depending on qualifications)
- 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 7 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 Provide assistance to the Meetings and Workshops of the relevant Work Programme;
 - 7.2 Provide assistance in the preparation of Agenda and Programme, etc.;
 - 7.3 Assist in the selection of qualified lecturers/speakers;
 - 7.4 Coordinate and analyze presentation papers from members and speakers;
 - 7.5 Prepare technical presentation for the meetings/workshops;
 - 7.6 Assist in preparation for the Management Committee and General Assembly meetings by preparing draft working papers and reports;
 - 7.7 Coordinate with the IT Project Coordinator to ensure that the webpage is up to date and is used as an effective means to communicate with members;

7.8 Perform such other related duties as may be assigned by the supervisors 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 **3 October 2021** via email at apt-ab@apt.int.

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