



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

VACANCY NOTICE NO. APT/HR/2022-01

1. **Post Title:** Assistant Project Coordinator
2. **Classification:** Level GS 4
THB 597,756 net per annum
3. **Period of Appointment:** One year from the date of commencement and extendable depending on performance and conduct as well as budget availability
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 including economics and law; an advantage for holder of Master's Degree;
 - 6.2 Good knowledge in telecommunication policy and regulations and other related activities;
 - 6.3 Good knowledge and experiences on international conferences and good understanding of its procedure; experience in organizing international events will be advantage;
 - 6.4 Computer literacy and proficiency in Microsoft Office;
 - 6.5 Excellent command of written and spoken English;

7. **Responsibilities:**

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

- 7.1 Provide assistance to the Meetings and other events designated by the supervisor;
- 7.2 Assist on research works related to ICT policy and regulations in the Asia-Pacific region;
- 7.3 Perform such other related duties as may be assigned by the supervisors and/or Secretary General.

8. **Submission of Application:**

Interested candidates are invited to submit a cover letter and CV along with a duly completed APT Personal History Form to APT Secretariat via email at apt-ab@apt.int by 3 March 2022.

Only the short-listed candidates will be contacted.