

**United Nations Development Programme**

Regional Centre in Bangkok  
*Serving Asia and the Pacific*



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16 August 2010

To: All Staff of UNDP and Related Offices  
All UN Agencies in Bangkok

From: Tanya Janjarasskul  
Officer-in-Charge  
Operations Support Team

A handwritten signature in black ink, appearing to read 'Tanya Janjarasskul', is written over the printed name and title.

Subject: **Vacancy Announcement**

Please find attached a Vacancy Announcement of the following post:

***Project Assistant***, UN Inter-Agency Project on Human Trafficking in the  
Greater Mekong Sub-region (UNIAP)

Interested candidates should visit <http://www.undp.or.th/aboutus/jobs.html> and submit applications online with detailed resume and UN Personal History Form (P11) by **31 August 2010**. Qualify men and women from all ethnicity are fully encouraged to apply.

**Please note that this is a re-advertisement.  
Applicants who applied earlier are required not to re-apply.**

Handwritten initials 'me' in blue ink are located in the bottom right corner of the page.

## Terms of Reference

Title:	<b>Project Assistant, UNIAP Thailand Office</b>
Post Level:	Service Contract – Equivalent to GS 5 One-year Service Contract (renewable subject to good performance and availability of funds)
Duty Station:	Bangkok, Thailand

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### Duties and Responsibilities:

The Project Assistant will work under the direct supervision of the National Project Coordinator (NPC). S/he will also collaboratively work with the Regional Management Office in performing his/her duties.

Specifically the Project Assistant will undertake the following duties:

### Programme Support

- Assist the National Project Coordinator (NPC) in the preparation and implementation of annual workplans for national-level activities
- Assist the NPC in reviewing and providing recommendations on proposals-budget/financial part
- Provide initial response to the counterparts, where appropriate, in the absence of NPC
- Prepare necessary information in supporting the development of project's activity summary and budget breakdown (UNIAP's PR form)
- Assist NPC in meetings by providing briefing note and relevant background information, as well as carry out any follow-up work (minutes, notes, etc.) resulting from meetings and network events
- Provide in-country field support upon request.

### Financial/Administrative Support

- Regularly prepare and update project financial records, monitor project expenditures and ensure correct accounts. Create monitoring tools or system for triggering the balance of fund and expenses.
- Prepare necessary information for contract development and draft Letter of Agreement/ Contract with government and implementing partners
- Create requisition and register of goods receipt in Atlas and assist in solving ATLAS problems and COA corrections as appropriate
- Liaise with UNDP Operation team on procurement, operations and financial matters to ensure timely payment release, compliance to UNDP procurement, operations and financial rules and regulations.
- Liaise with any implementing partners, government agencies, NGOs, etc. in relation to payments, reports, logistics and other administrative matters.
- Assist the NPC in planning and organizing activities, seminars, workshops, training and meetings to be held in Thailand and sub-regionally including prepare all travel arrangements for participants and liaise with hotels for logistics and meeting preparation.

- Maintain relevant personnel files of UN and non-UN staff, assist in intern selection process and maintain up to date records of leave for interns
- Respond or draft correspondence to support the day-to-day management of the Project and ensure that matters requiring attention are brought to the attention of the NPC.
- Initiate the procurement process for office materials and equipment for UNIAP Thailand office and THALACC office at the Ministry of Social Development and Human Security
- Initiate the procurement process on hiring of professional services
- Maintain list of UNDP assets and coordinate with UNDP Procurement for the asset checking at UNIAP Thailand office and THALACC office.

### **Other Responsibilities**

- Prepare relevant documents for audit and evaluation.
- Participate in workshops, meeting, and conferences relevant to the work of the projects.
- Undertake such other tasks as may be assigned by NPC.

### **Qualifications:**

- Thai national with secondary education, preferably in social sciences.
- At least 5 years experience in project administration or any related fields, experience in accounting an advantage.
- Familiarity with United Nations policies and administrative and reporting procedures is a strong advantage.
- Familiarity with government protocol and procedure.
- Fluency in oral and written English with ability to draft clear and concise reports; knowledge of one of more languages of the sub-region would be an advantage.
- Ability to work in a multicultural environment.
- Strong initiative and enthusiasm.
- Having a good knowledge on human trafficking issue
- Literacy in Windows-based computer applications.

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Only short listed candidates will be notified.