

**United Nations High Commissioner for Refugees (UNHCR)
Regional Bureau for Asia and Pacific, Bangkok, Thailand**

**Vacancy Announcement
Internal/External Circulation**

Position Title: Senior Administrative Assistant	Post Level: LICA-5 (Equivalent to General Service GS-5)	Date Issued of the Vacancy Announcement: 6 October 2021
Post No.: N/A	Report To: Senior Administrative Associate	Closing Date of the Vacancy Announcement: 19 October 2021
Section: Private Sector Partnerships Service (PSP), Regional Office in Thailand	Duty Station: Bangkok, Thailand	Contractual Status: Local Individual Contractor Agreement (UNOPS)

Availability of the Position As soon as possible

Scope of Assignment

- Assist in facilitating implementation of personnel administrative formalities and processing of documents in relation to official travels, leaves, and movements of staff including UNHCR staff and Affiliate Workforce in the region. Support staff member with processing personnel-related documentation.
- Responsible for travel arrangements for all PSP in the region and some PSP consultants. This includes preparation of travel requests, travel authorizations, travel expense claims, visas, etc. Regularly update travel plan of staff in the team calendar.
- Responsible for coordinating events (workshops, meetings), and make logistics and administrative planning, preparations of venue and materials in coordination with the relevant managers. Provide on-site support and liaise with vendors on event-related matters.
- Liaise with procurement unit and PSP requester when required including preparation of requisitions and receipt of goods or services. Actions must be taken in accordance with UNHCR rules and regulations.
- Assist the manager to manage the recruitment of Affiliates from vacancy announcement until contract issuance. Monitor the progress of the recruitment of each position and keep the documents on file in both shared folder, and other locations as required by the organization for audit trail.
- Ensure that an orderly and systematic filing system is maintained for efficient and timely retrieval of files and safekeeping of confidential documents and other relevant materials. Contribute to the development and use of automated filing systems and Commit to accuracy of the data.
- Maintain up-to-date information on staff's stay permit and re-entry visa and liaise with Protocol focal point in timely manner.
- Maintain the inventory of IT and communications equipment of the team. Monitor the asset management, track to ensure all are recorded accurately on both internal excel tracking sheet and application as identified by ICT unit.
- Regularly update on SharePoint Application on transactions management portal & update reference files in all sections to ensure correct data provided for PSP operations.
- Perform other related duties as assigned.

QUALIFICATIONS AND EXPERIENCES

- **Thai nationality only.**
- Completion of Bachelor Degree in Business Administration or related fields.
- Minimum 1 year of previous relevant profession job experience
- **Fluent in both Thai and English (written and spoken) is A MUST.**

KEY COMPETENCIES

- Highly accurate with a good attention to detail.
- Good organizational skills.
- Good interpersonal and communication skills.
- Works well under pressure.
- Flexible with regards to working hours and disruptive work patterns.
- Highly accurate with a good attention to detail.
- Good knowledge of MS office programs

Please submit 1) your Motivation Letter, 2) UNHCR Personal History Form, and 3) Curriculum Vitae indicating position title in the subject line and send the email to: PSP-ASIA@unhcr.org

UNHCR Personal History Form and supplementary forms can be downloaded from:
https://www.unhcr.org/sites/default/files/u11/P11_UNHCR.docm
https://www.unhcr.org/sites/default/files/u11/P11SUP_UNHCR.docm

Applications will not be acknowledged. Only the successful candidate will be notified the outcome of the selection process.

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