

United Nations Children's Fund (UNICEF)
Bangkok, Thailand
Internal Vacancy Announcement 2009/04

Issue Date: 15 October 2009

Closing Date: 30 October 2009

The Common Services Unit of UNICEF Bangkok is urgently seeking qualified candidates to fill the below positions effective 1 January 2010.

Human Resources Assistant, GS-5
(Ref. Code: CSU-HR-GS5)

Under the supervision of the HR Officer, the main responsibilities include:

- Monitor staff contractual status and take appropriate action
- Maintain and keep up to date all changes to personal information of staff members
- Provide administrative support in processing staff entitlements
- Provide support in the recruitment of national staff
- Compile HR related statistics and data

Minimum Qualifications

- Completion of secondary education. University degree and/or specialized skill/training in HR and administrative management is an asset
- Minimum 5 years of HR or general administrative experience

Administrative Assistant (Travel), GS-4
(Ref. Code: CSU-Travel-GS4)

Under the supervision of the Sr. Administrative Assistant, the main responsibilities include:

- Assist in handling all related to travel arrangement which includes liaising with the Ministry of Foreign Affairs, Embassies, Immigration Bureau, UNICEF country offices and travel agent, making hotel reservations, processing visa etc
- Provide support in processing all travel and personnel-related documents, in accordance with the UN/local requirements
- Maintain and update travel databases to monitor the status of travel documentation and take appropriate action
- Process travel authorization/travel claims and draft payment requests for all related to travel
- Assist in making logistic arrangements for meetings/workshops

Minimum Qualifications

- Completion of secondary education. University degree and/or training in travel and administrative management is an asset
- Minimum 3 years of general administrative or travel management

Supply Assistant, GS-4
(Ref. Code: CSU-Supply-GS4)

- Prepare VAT exemption documents and consolidate all VAT exemption requests for submission to Ministry of Foreign Affairs (MoFA)

- Prepare documents in relation to import/export shipment of personal effects and duty free items for submission to MoFA
- Register and maintain shipping and procurement related records
- Conduct preliminary information search on potential suppliers for bids and quotations
- Drafts payment requests and routine correspondences

Minimum Qualifications

- Completion of secondary education. University degree and/or training in procurement and logistics management is an asset
- Minimum 3 years of relevant experience especially in supply or logistic field

Additional qualifications for all posts

- Previous work experience in an international organization, UN agency or international NGO an advantage
- Good interpersonal, negotiation and teamwork skills with a service mind
- Good command of English and Thai, both oral and written
- Computer proficiency in MSOffice applications, especially MSWord and MSEXcel

Successful candidate will be offered an attractive remuneration package under the UN system.

Please send application together with a detailed resume, current and expected salaries by email (* Mark clearly **Ref. Code** in the subject line) **no later than 30 October 2009** to: hrbangkok@unicef.org.

All UN including UNICEF candidates need to send an application letter together with the UN Personal History (P-11) and Performance Evaluation Reports (PERs) of the last two years.

Only shortlisted candidates will be notified.

“UNICEF IS A SMOKE FREE ENVIRONMENT”
“QUALIFIED FEMALE CANDIDATES ARE ESPECIALLY ENCOURAGED TO APPLY”