Call for applications: Project Assistant (Roster)

Terms of Reference

Post Title:	**Project Assistant (Roster) (ROSEAP/2017/SC/007)**
Duty Station:	**UNODC Regional Office for Southeast Asia and the Pacific Bangkok, Thailand**
Type of Contract:	**Service Contract (SB-2)** **Open to Thai national only**
Remuneration:	**Starting Baht 558,805 per annum**
Duration:	**One year with possibility of renewal subject to funding availability**
Application deadline:	**11 June 2017**

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Duties and Responsibilities:

Under the supervision of the Regional Representative, ROSEAP and the direct supervision of the Project Coordinator, the Project Assistant will be responsible for the provision of reliable administrative coordination of programme/project planning and preparation of activities and general office support services. In particular, the Project Assistant will be responsible for the following duties

- Assists in the coordination of programme/project planning and preparation work for ROSEAP, and in particular the project that he/she would be assigned to.
- Compiles, summarizes, and presents basic information/data on the project and related topics or issues. Maintains files (both paper and electronic).
- Reviews project documents, especially cost plans/budgets, for completeness and compliance with relevant rules and procedures prior to submission for final approval and signature; identifies inconsistencies; distributes project documents to relevant parties upon approval.
- Reviews budget revisions; verifies availability of funds; ensures necessary approval and entry in computerized budget system.
- Maintains calendar/schedules; monitors changes and communicates relevant information to appropriate staff inside and outside the immediate work unit.
- Serves as focal point for administrative coordination of programme/project implementation activities, involving extensive liaison with diverse organizational units at HQs and other relevant Field Offices to initiate requests, obtain necessary clearances, process and follow-up on administrative actions, e.g. recruitment and appointment of personnel, travel arrangements, training/study tours, authorization of payments, disbursement of funds, procurement of equipment and services, etc.
- Monitors processes and schedules related the project's outputs, products, tasks, etc.; where applicable, assists in the verification of receipt and accuracy of requisite documents, approvals, signatures, etc. to ensure compliance with relevant legal, financial and other requirements.

…2/ Compiles, summarizes

- Compiles, summarizes and enters data on project delivery; drafts related status reports, identifying shortfalls in delivery, budget overruns, etc., and brings to the attention of management.
- Drafts correspondence on budget-related issues and prepares and updates periodic reports, briefing notes, graphic and statistical summaries, accounting spreadsheets, etc.
- Provides general office assistance; responds to information requests and inquiries; reviews, logs and routes incoming correspondence; sets up and maintains files/records; organizes meetings, workshops; handles routine administrative tasks, such as maintaining attendance records, assessing telephone billing, etc. Provides secretarial, administrative and logistics support to meetings, boards, committees, conferences, etc.
- Performs other duties as assigned.

Competencies and Skills:

Competencies:

- Professionalism: Knowledge of internal policies, processes and procedures generally and in particular those related to programme/project administration, implementation and evaluation, technical cooperation, programming and budgeting. Understanding of the functions and organization of the work unit and of the organizational structure and respective roles of related units. Ability to work well with figures, undertake basic research and gather information from standard sources. Demonstrated ability to apply good judgment in the context of assignments given. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- Planning& Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- Accountability: Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.
- Creativity: Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks "outside the box"; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

…3/ Client Orientation

- Client Orientation: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.
- Commitment to Continuous Learning: Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.
- Technological Awareness: Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

Qualifications and Background:

Education: Completion of high school education or equivalent. University Degree in Liberal Arts, Public Administration, Finance, Economics, Political Sciences and Social Sciences would be desirable, but it is not a requirement.

Work Experience: Two to four years of progressively responsible experience in administrative, project-based, and office support functions. UN experience is an advantage.

Languages: Fluency in both spoken and written English and Thai.

Other Desirable Skills: Proficiency in MS Word, Excel, Power Point, Access and web browsers. Ability to learn and use rudimentary elements of other common graphic and layout software.

HOW TO APPLY:

Interested applicants should submit the following documents:

(a) Letter of interest clearly stating suitability for the position
(b) UN Personal History Form and detailed curriculum vitae based on the criteria stated above. UN Personal History Form could be downloaded from http://www.unodc.org/southeastasiaandpacific/en/who-we-are/job-opportunities.html

Please submit the application by e-mail to: <RCEAP.Recruitment@unodc.org>.

Application deadline is 11 June 2017.

Note: (a) Please clearly indicate the position you are applying for.
(b) Failure to submit supporting documents as specified in the announcement will result in an incomplete application. Applicants who submit incomplete applications will NOT be considered for this vacancy announcement.

Due to the volume of applications, only candidates under positive consideration will be notified.

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Released date: 26 May 2017