



We are pleased to announce the following vacancy:

VACANCY NO: VA JID 2207 Programme Support Assistant Consultant
CLOSING DATE: The closing date is 4 November 2022 at 17:00 hours Bangkok time
POST TITLE: Programme Support Assistant Consultant
CATEGORY: Individual Consultant contract
DUTY STATION: UNFPA APRO, Bangkok, Thailand
DURATION: Six months contract, full time

Details of consultancy are as below:

Hiring Office

United Nations Population Fund (UNFPA) Asia-Pacific Regional Office

TERMS OF REFERENCE: Programme Support Assistant Consultant	
Hiring Office:	UNFPA APRO
Purpose of consultancy:	<p>During the period of October to December 2022, UNFPA APRO has planned to organize regional workshops, meetings, and events. Considering the workload involved for the programme support team, UNFPA APRO requires a programme support assistant consultant to provide logistical support on workshops, meetings and events organizing, which includes travel arrangements for APRO staff members and meeting participants and submission of payment requests to Finance for goods/services received.</p> <p>In addition, The Programme Support Assistant Consultant will help bridging the gap of recruitment period.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The scope of work of the programme support assistant Consultant is as below:</p> <ul style="list-style-type: none">• Undertaking logistical, administrative and financial arrangements required for the organization of technical workshops, inter-agency meetings, panel discussions, roundtables, missions, and other events organized by the programme and technical teams• Reviewing incoming correspondence, collecting and preparing necessary information for replies / actions, and drafting and finalizing responses• Preparing travel authorizations and making travel arrangements for programme and technical team, and meeting participants• Assisting programme and technical teams in prepare documents for hiring of Individual Consultants and procurement of goods & services.• Assisting programme and technical teams in submitting payment request.• Carrying out any other administrative duties as may be required by the direct supervisor
Duration and working schedule:	6 months contract initially, and the contract may be extended subject to fund availability.

Place where services are to be delivered:	UNFPA Asia and the Pacific Regional Office in Bangkok.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	The programme support assistant consultant is expected to work full-time in UNFPA APRO office from November 2022 to April 2023 to provide logistical support during the required period.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The programme support assistant consultant must submit the monthly certified time sheet.
Supervisory arrangements:	The consultant reports to the Deputy Regional Director
Expected travel:	Travel is not required. The consultant is expected to work full time in UNFPA APRO office and to be at the venue of meetings/workshops.
Required expertise, qualifications and competencies, including language requirements:	<p>Education: Minimum High school Certificate. Bachelor's degree will be an asset.</p> <p>Work experience: At least 5 years of experience in programme and administrative support Strong interpersonal and organizational skills Demonstrated ability to work in a team environment Some work experience with the UN system is preferred but not mandatory.</p> <p>Language requirement: Fluent in Thai and English</p>
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	UNFPA will provide office space, and laptop during the period of consultancy.
Other relevant information or special conditions, if any:	

How to apply:

Candidates should submit the following documents:

- P11
- CV
- Motivation Letter

All the above documents must be sent by e-mail to vac-robangkok@unfpa.org.

The P11 is available on the UNFPA websites at <https://www.unfpa.org/resources/p11-un-personal-history-form>. Please quote the Vacancy number JID 2207 UNFPA APRO.

The deadline for application is 4 November 2022 at 17:00 hours Bangkok time.

UNFPA will only be able to respond to those applications in whom UNFPA has a further interest.

UNFPA provides a work environment that reflects the values of gender equality, teamwork, respect for diversity, integrity and a healthy balance of work and life. We are committed to maintaining our balances gender distribution and therefore encourage women to apply.

Notice: There is no application, processing or other fee at any stage of the application process.
UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not
discriminate on the basis of HIV/AIDS status.

Issue date: 21 October 2022