



We are pleased to announce the following vacancy:

VACANCY NO: VA JID 2404
 CLOSING DATE: The closing date is Monday, 26 February 2024, at 17:00 hours
 Bangkok time
 POST TITLE: Programme Support Assistant Consultant
 CATEGORY: Individual Consultant contract
 DUTY STATION: Bangkok, Thailand
 DURATION: April to June 2024

TERMS OF REFERENCE: Programme Support Assistant Consultant	
Hiring Office:	UNFPA APRO
Purpose of consultancy:	Considering the workload of the programme support team, and to fill the gap during the recruitment period of Programme Assistant, Fixed Term Appointment position, UNFPA APRO needs to hire a programme support assistant consultant to assist the programme support team to provide logistical support on workshops, meetings/events organizing, which includes travel arrangements for APRO staff members and meeting participants, submission of payment requests to Finance for goods/services received.
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:	3 months contract initially (from 1 April to 30 June 2024), and the contract may be extended subject to the needs of the office and 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 as soon as possible 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:

- CV (please provide information about education and work experience in details)

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

Please quote the Vacancy number JID 2404 UNFPA APRO. The deadline for application is 26 February 2024 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: 19 February 2024