

**United Nations High Commissioner for Refugees (UNHCR)
Representation in Thailand**

**Vacancy Announcement No. 28/2022
Internal/External Circulation**

Position Title: Programme Assistant	Post Level: UNOPS LICA-4 (Equivalent to GS-4)	Date Issued of the Vacancy Announcement: 26 August 2022
Post No.: -	Report To: Senior Programme Associate	Closing Date of the Vacancy Announcement: 11 September 2022
Section: Programme Unit	Duty Station: Bangkok, Thailand	Contractual Status: Local Individual Contractor Agreement (UNOPS)

Availability of the Position As soon as possible with the duration of 12 months (extendable subject to the availability of fund and satisfactory performance)

Scope of Assignment

Accountability

- UNHCR Multi Country Office has sufficient administrative assistance and support in routine services and activities within Programme Section thus better able to meet the needs of persons of concern.

Responsibility

- Provide administrative assistance and support in routine services and activities within Programme.
- Provide support to ensure partnership agreements are established in a timely manner, regularly monitored and reported on in compliance with established guidelines and procedures included in the framework for implementing with partners.
- Organize data and information, prepare and maintain records, documents and control plans. This includes management of UNHCR assets loan to partners.
- Monitor and report on expenditures and programme/project activities. Review control plans, progress reports, project inputs, budget and financial expenditures, obligations and expenditures by using the required system.
- Work with implementing partners and government agencies, as appropriate, and maintain good relations in support of successful programme implementation.
- Apply UNHCR's corporate tools (e.g. COMPASS, MSRP, Power BI) to generate data for evidence-based decisions at the country-level.
- Maintain log files and update records in prescribed format for subsequent use.
- Maintain and keep current registers and control plans on the status of projects at the formulation, implementation and operation stages.
- Draft letters, reports and other official documents.

- Prepare background materials, working papers and tables for briefing and review sessions.
- Carry out specific operations/control tasks for programme/project implementation.
- Perform other duties as required.

Authority

- Access the relevant information and programme records, COMPASS, MSRP data.
- Decide on information contained in the reports submitted to supervisor.

Qualifications and Required Competencies

- Bachelor degree in Business Administration, Law, Social Science or related field desirable.
- Minimum 2 years of relevant work experience
- Computer skills (MS office, including Excel, Word, PowerPoint, Access).
- Fluency in spoken and written English and Thai. Knowledge of other UN language is desirable.
- Good Analytical thinking , planning , organizing and communications skill.

Submission of Applications:

Please submit your Motivation Letter, duly signed P.11 form, Curriculum Vitae and a copy of official ID card/national passport clearly stating the position title, vacancy notice number and your Last Name in the subject line to: THABAHR@unhcr.org by the closing date.

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

According to UNHCR Administrative Instruction on COVID-19 Vaccination and related Safety Measures, candidate(s) selected for the position will be requested to provide proof of COVID vaccination during the medical clearance process. Failure to provide an acceptable proof of COVID vaccination may disqualify the candidate from being appointed to the position.

P.11 form can be downloaded from:

https://www.unhcr.or.th/sites/default/files/u11/P11_UNHCR.docm and
https://www.unhcr.or.th/sites/default/files/u11/P11SUP_UNHCR.docm

No late applications will be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates may be required to sit for a written test and/or oral interview. UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing, or any other fees).

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidentiality.

All UNHCR workforce members must individually and collectively, contribute towards a working environment where each person feels safe, and empowered to perform their duties.

This includes by demonstrating no tolerance for sexual exploitation and abuse, harassment including sexual harassment, sexism, gender inequality, discrimination, and abuse of power.

As individuals and as managers, all must be proactive in preventing and responding to inappropriate conduct, support ongoing dialogue on these matters and speaking up and seeking guidance and support from relevant UNHCR resources when these issues arise.

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