Job Opening

Job Title, Level: Team Assistant, G-4
Office: Security and Safety Section, Department of Safety and Security
Location: BANGKOK
Posting Period: 5 May – 4 June 2015
Duration: If a staff member holding a fixed-term, continuing, permanent contract is selected, the contract type will remain unchanged. If an external candidate is selected, only a temporary appointment will be granted.
Job Opening number: 15-G-14-DSS-SSS-G-4-BANGKOK

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Org. Setting and Reporting

The mandate of the United Nations Economic and Social Commission for Asia and the Pacific (ESCAP) is to promote regional cooperation for inclusive economic and social development in the Asian and Pacific region. ESCAP’s role as a regional development arm of the United Nations Secretariat is to support its membership, through its analytical, normative and technical cooperation, to respond to the development priorities and changing needs of the Asian and Pacific region.

This position is located in the Security and Safety Section, Bangkok under the Department of Safety and Security. The incumbent reports to the Chief, Security and Safety Section.

Responsibilities

Under the direct supervision of the Deputy Chief, and overall supervision of the Chief, Security and Safety Section, the incumbent is required to perform the following functions:

1. Responds or drafts responses to routine correspondence and other communications; uses standard word processing package to produce a wide variety of large, complex documents and reports.
2. Monitors processes and schedules related to the section’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.
3. Proofreads documents and edits texts for accuracy, grammar, punctuation and style, and for adherence to established standards for format.
4. Screens phone calls and visitors for the Section Chief/Deputy; responds to moderately complex information requests and inquiries (e.g. answers requests requiring file search, etc.), and as necessary, refers inquiries to appropriate personnel for handling.
5. Provides secretarial, administrative and logistics support to meetings, boards, committees, conferences, etc.
6. Maintains calendar/schedules; monitors changes and communicates relevant information to appropriate staff inside and outside the immediate section.
7. Reviews, records, distributes and/or processes mail and other documents; follows-up on impending actions.
8. Maintains files (both paper and electronic) and databases, including contact lists for essential personnel and section personnel and email distribution lists.
9. Assists in providing software and office equipment support.
10. Performs other duties as assigned.
Competencies

- **Professionalism:** Knowledge of general office and administrative support including administrative policies, processes and procedures. 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.

- **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.

- **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.

**Education**

High school diploma or equivalent is required; first level university degree is an asset.

**Work Experience**

A minimum of three years of progressively responsible experience in general office, and administrative support functions is required.

Experience with the United Nations Common System is desirable.

**Languages**

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English is required. Knowledge of another official United Nations language is an advantage. Proficiency in the Thai language is highly desirable.

**Assessment Method**

Qualified applicants may be evaluated through a competency-based interview and/or other assessment methods.

**Special Notice**

Appointment against this post is on a local basis; candidates shall be recruited in the country or within commuting distance of the ESCAP office, irrespective of nationality and length of time the candidate may have been in the country. If no suitable local candidate is identified, candidates residing abroad may be considered. The candidate is responsible for any expenses incurred in taking the relevant examinations at the duty station, and of any costs related to traveling and relocating to the duty station in the event of an employment offer.

Must pass the United Nations Administrative Support Assessment Test (ASAT) at Headquarters or an equivalent locally-administered test at Offices Away from Headquarters.

**United Nations Considerations**

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.
No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON BANK ACCOUNTS.

Application Process

Applicants are requested to complete a Personal History Profile (PHP) on careers.un.org and submit it electronically to: escap-application@un.org with the subject “Application for JO No. 15-G-14-DSS-SSS-G-4-BANGKOK” and received no later than the deadline indicated above.

PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.

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