



We are pleased to announce the following vacancy:

VA JID 2001 – Consultant, Program/ Administrative Assistant

CLOSING DATE: **20 March 2020 (5:00 pm Bangkok time)**
 CATEGORY: Individual Consultant Contract
 DUTY STATION: Bangkok (Thailand country office)
 DURATION: 1 April – 31 December 2020 (maximum 120 working days)
 ORGANIZATION UNIT: UNFPA Country Office, Bangkok, Thailand

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT Program/ Administrative Assistant	
Hiring Office:	UNFPA Country Office (CO), Bangkok, Thailand
Purpose of consultancy:	The Programme/ Administrative Assistant position is located in UNFPA Thailand Country Office (CO). Under the guidance and supervision of the Finance/ Administrative Associate, the Programme Admin Assistant provides quality services in areas of procurement and administration in compliance with the relevant rules, guidelines, processes and procedures. S/He takes a client-oriented, results-focused approach to interpreting the rules, procedures and guidelines, provides support and guidance to the CO.
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The Programme Admin Assistant is expected to carry out programme and administrative support functions to the office to ensure effective logistical services to support the programme implementation and ensure facilitation of knowledge building and management. S/he will deliver quality services to the Country Program, mastering all relevant rules, guidelines, processes and procedures.</p> <p>Major activities:</p> <p>Procurement:</p> <ul style="list-style-type: none"> • Undertaken the procurement of goods and services in support of the country programme implementation ensuring best value for money and transparent and cost effective process in line with UNFPA procurement policies and procedures, including preparation and conducting of RFQs, receipt of quotations, conducts market research and collection of quotes; • Drafts contracts for procurement of goods or services, ensure to obtain all required documents from new vendor for vendor registration; • Maintain vendor contracts database, and ensures initiation of timely actions for contract renewal; • Prepares, maintains and monitors procurement plan for the office; <p>Human Resources:</p> <ul style="list-style-type: none"> • Support the hiring process for individual consultant in support of the country programme implementation ensuring transparent process and in line with UNFPA Policy for Contracting Individual Consultant including preparation of summary of hiring process; • Prepare letter of intent and contracts, ensure to obtain all required documents from the selected consultant prior to issuing the contract; • Maintain and monitor records of contracts and deliverables from consultants. Ensure timely actions for contract extension/ amendment; • Prepare Certificate of Payment; <p>Administration and Logistical Support:</p> <ul style="list-style-type: none"> • Provide support to asset focal point for keeping up-to-date inventory lists for the CO in line with UNFPA Asset Management Policy, assist in managing office assets, inventories and attractive items; • Support the physical verification and takes timely action on asset reconciliation, replacement and disposal of assets and attractive items; • Assist to create requisitions in ATLAS as required; • Prepare and ensure to obtain VAT Exemption Request and deliver to the vendors, as applicable; • Prepare Payment Request Checklist and advice payment to the vendor; • Providing administrative support for workshops, meetings, events and other program activities as well as logistic arrangements;

	<ul style="list-style-type: none"> Performs any other duties as may be assigned by the Finance/ Administrative Associate of the Country Office.
Duration and working schedule:	<p>This is a part-time consultancy with the duration and working schedule as follows:</p> <ul style="list-style-type: none"> 120 working days during 1 April to 31 December 2020. 3-4 working days per week approximately.
Place where services are to be delivered:	UNFPA Thailand Country Office
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>The consultant will work in the office for approximately 3-4 working days per week. Working schedule could be adjusted based on mutual agreement with the supervisor.</p> <p>By the end of each month, the consultant will submit monthly attendance record indicate working days and summarise major activities accomplished during the month.</p>
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Regular meeting with supervisor
Supervisory arrangements:	The consultant will work under direct supervision of Finance/ Administrative Associate and under the overall guideline of the Head of Office, a.i.
Expected travel:	-nil-
Required expertise, qualifications and competencies, including language requirements:	<ul style="list-style-type: none"> Completed Secondary Level Education required. First level university degree desirable Bachelor degree in business administration, social sciences or related field. Five years of relevant experience in administration, or procurement in public or private sector. Knowledge of UN Personnel and administrative procedures and the ability to interpret administrative and personnel rules, regulations and procedures and explain them clearly and concisely is an asset Proficiency in Atlas/ PeopleSoft or any other ERP, MS office, google and other computerized applications. Excellent writing and communication skills in English and Thai. Previous experience in the UN is an advantage
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	<p>Office space and office equipment</p> <p>Necessary documents related to the assignment.</p>

How to apply

Candidates should submit the following documents:

1. An application letter which states the candidate's motivation to apply for this post
2. A curriculum vitae and
3. A completed United Nations Personal History (P 11)

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

The P11 is available on the UNFPA websites at: <https://thailand.unfpa.org/en/vacancies/un-application-form-p-11-form>

Please quote the Vacancy number **JID 2001 Consultant**. The deadline for application is : **Friday, 20 March 2020 (5:00 pm Bangkok time)**.

This position is open for Thai nationals only. Only short-listed candidates will be notified.

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.

Date Issued: Friday, 6 March 2020

Date Closed: Friday 20 March 2020, at 5:00pm Bangkok time.