



## ASIA-PACIFIC TELECOMMUNITY

12/49 Soi 5, Chaeng Watthana Road, Bangkok 10210, Thailand

### VACANCY NOTICE NO. APT/HR/2017-04

1. **Post Title:** Project Coordinator
2. **Classification:** Level GS 6  
THB 860,771 net per annum
3. **Period of Appointment:** One year from the date of commencement and extendable depending on performance and conduct
4. **Duty Station:** APT Secretariat, Bangkok, Thailand
5. **Special Notice:** Appointment against this post is on a local basis.
6. **Qualifications & Experience:**
  - 6.1 University Degree, preferably Master's Degree, in telecommunications, electronics, electrical or information processing engineering and other related fields; another degree or certificate in economics or law would be an advantage.
  - 6.2 Good knowledge in telecommunication policy and regulations and other related activities;
  - 6.3 Good knowledge and experiences on international conferences and good understanding of its procedure; experience in organizing international events will be advantage;
  - 6.4 Computer literacy and proficiency in Microsoft Office;
  - 6.5 Excellent command of written and spoken English;
  - 6.6 At least 5 years or more working experience in ICT sector, preferably more than 10 years.

#### 7. **Responsibilities:**

The personnel will be assigned, but not limited to, to the following tasks:

- 7.1 Perform work activities for preparing and organizing events designated by the Secretary General;
- 7.2 Preparation of the summary records of the events;
- 7.3 Provide assistant to Office Bearers as appropriate;
- 7.4 Preparation of the policy documents/procedural documents for the functioning of the Work Programmes;
- 7.5 Update website and contents relevant to the work;
- 7.6 Coordinate with members for their outputs – reports, working papers, proposals etc. and editing, circulate it to all concerned;
- 7.7 Assist in preparation for the Management Committee and General Assembly meetings by preparing draft working papers and reports;

- 7.8 Coordinate APT Preparations for ITU Conferences, for example, Plenipotentiary conferences, World Telecommunication Standardization Assembly, World Radiocommunication Conference, World Telecommunication Development Conference, etc. as assigned;
- 7.9 Perform such other related duties as may be assigned by the supervisor and/or Secretary General.

**8. Submission of Application:**

Interested candidates are invited to submit a cover letter and CV along with a duly completed APT Personal History Form to APT Secretariat via email at [apt-ab@apt.int](mailto:apt-ab@apt.int) by 27 October 2017.

Only the short-listed candidates will be contacted.