

VACANCY NOTICE NO. APT/HR/2023-01

1. **Post Title:** Public Relations and Project Assistant
2. **Classification:** General Service Staff (Level G4)
THB 597,756 net per annum
3. **Period of Appointment:** One year from the date of commencement and extendable depending on performance and conduct (with the probation period of 3 months)
4. **Duty Station:** APT Headquarters, Bangkok
5. **Special Notice:** This position is subject to local recruitment pursuant to Regulation 4.4 of the Staff Regulations and Staff Rules of the APT. A locally recruited staff member shall be defined as a staff member in the General Service Category who, at the time of recruitment, fulfills any of the following conditions: (i) is a Thai national; (ii) is recruited for a post which, in the opinion of the Secretary General, is normally restricted to local recruitment. A staff member regarded as having been locally recruited shall not be eligible for the allowances and benefits as that of International Recruitment.

Applicants, irrespective of nationality, may apply and be considered for locally recruited positions no matter where they are currently located, provided they are locally available upon appointment. They must be authorized to work in the country regardless of where they live at the time of applying for the job opening.

6. **Qualifications & Experience:**
 - 6.1 University Degree in telecommunications, electronics, electrical or information processing engineering and other related field including public relations, economics and law; an advantage for holder of Master's Degree;
 - 6.2 Excellent command in written and spoken English;
 - 6.3 Work experience in multinational environment will be an advantage;
 - 6.4 Computer literacy and proficiency in Microsoft Office;
 - 6.5 Knowledge of marketing, public relations, promotion activity, including using social media;
 - 6.6 Knowledge of graphics and audio/ visual editing software such as Adobe Photoshop, Illustrator, Premiere, etc;
 - 6.7 Photography and/or video shooting skills are an asset.
 - 6.8 Knowledge and experiences on international conferences and good understanding of its procedure; experience in organizing international events will be advantage.
 - 6.9 Knowledge in telecommunication policy and regulations and other related activities will be advantage.

7. **Responsibilities:**

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

- 7.1 Formulating plan and strategy of marketing, public relations, and promotion;
- 7.2 Day to day operation of public relations;
- 7.3 Provide assistance to the preparation and operation of APT meetings and other events designated by the supervisor;
- 7.4 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 Information Form to the APT Secretariat via email at apt-ab@apt.int by **15 April 2023**.

Only shortlisted candidates will be contacted.