

## **VACANCY NOTICE NO. APT/HR/2024-02**

1. **Post Title:** 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 should be from the nationality of APT Member, and they should be ready to work in Bangkok upon appointment. They must be authorized to work in Thailand 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 economics and law; Holder of master's degree will be an advantage.
- 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 and experiences on international conferences and good understanding of its procedure; experience in organizing international events will be an advantage.
- 6.6 Knowledge in telecommunication policy and regulations and other related activities.

### **7. Responsibilities:**

This person will be responsible to assist in the implementation of the Work Programme and will be assigned, but not limited to, to the following tasks:

- 7.1 Assist in the preparation and organization of APT meetings and other events designated by the supervisor including arranging resource personnel & fellowship for

the meetings/events, preparing event documentation, ensuring timely and efficient communication to members (invitation letter, agenda, programme, etc.) as well as prompt reply to queries relating to events, etc.

7.2 Perform such other related duties as may be assigned by the supervisors 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](mailto:apt-ab@apt.int) by 3 August 2024.

Only shortlisted candidates will be contacted.