



ASIA-PACIFIC TELECOMMUNITY
12/49, Soi 5, Chaengwattana Road, Bangkok 10210, Thailand

VACANCY NOTICE NO. APT/HR/2019-02/1

1. **Post Title:** Project Coordinator
2. **Classification:** General Service (Level 5 or 6, depending on experience)
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 Secretariat, Bangkok, Thailand
5. **Special Notice:** Appointment against this post is on a local basis.
6. **Qualifications & Experience:**
 - 6.1 University 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; an advantage for holder of Master's Degree;
 - 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 10 years or more working experience in ICT sector.

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 Prepare summary records of the events;
- 7.3 Provide assistant to Office Bearers as appropriate;
- 7.4 Prepare 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 Information Form to APT Secretariat via email at apt-ab@apt.int by **22 October 2019**.

Only the short-listed candidates will be contacted.