

**JOB ANNOUNCEMENT NO. JA 22-10
(Position located in Vientiane, Lao PDR)**

Date Issued: 07 December 2010

Title	:	Administrative Assistant
Level/Fee	:	Vientiane (Lao) General Service Category GS 5, Net salary USD 567.25 per month
Organizational unit	:	Asia-Pacific Programme of Education for All (APPEAL Unit) UNESCO Bangkok
Contractual status	:	Service Contract
Duration	:	Initial three months probationary appointment; renewal subject to satisfactory performance and availability of funds.
Duty Station	:	Vientiane, Lao PDR
Deadline for Application	:	20 December 2010
Report to work	:	As soon as possible

Background:

UNESCO Bangkok has implemented a two-year country programme in Lao PDR, entitled “Capacity Development for Education for All (CapEFA) for Lao PDR: Sector-wide Capacity Building Support in Lao PDR”. The programme is coordinated by a designated Lead Programme Officer (LPO) at UNESCO Bangkok. The Programme aims to support the Lao Ministry of Education to implement reforms in education, with a focus on four components; Teacher Education, Secondary Education, Technical and Vocational Education and Training, and Non-formal Education.

This position has been created to assist UNESCO Bangkok team and UNESCO consultants as well as Lao counterparts in the implementation of the non-formal education component and to ensure and facilitate smooth implementation of the activities in Lao PDR. The position will be located in the Department of Non-formal Education, Ministry of Education, Lao PDR.

Major Duties and Responsibilities:

Within the framework of the Programme “CapEFA for Lao PDR: Sector-wide Capacity Building Support in Lao PDR” under Component IV: Capacity Building for Evidence-based Planning and Management for NFE Programming and Equivalency Programmes (EP), and within the framework of the Education for All: Fast Track Initiative (EFA-FTI) Programme, especially its Mobile Teacher Component, and under the overall authority of the Director of the United Nations Educational, Scientific and Cultural Organization (UNESCO) Asia and Pacific Regional Bureau for Education, Bangkok, the incumbent will work under the direct supervision of the Responsible Officer for the Non-

formal Education Component, ED/BGK/APPEAL Unit, to assist in the implementation of non-formal education related activities.

Specifically, the incumbent will undertake the following tasks:

1. Assist Department of Non-formal Education (DNFE) Lao PDR team in organizing meetings and assemble documents for meetings/missions and follow up on required actions.
2. Prepare documents using various software (e.g. MS Word, Excel, Power Point) as necessary.
3. Translate lower secondary and primary curricula, teaching learning materials, and correspondence from Laos into English and vice versa as necessary.
4. Provide oral interpretation from Laos to English (Vice versa) during meetings and workshop as needed.
5. Perform other duties and responsibilities as required.

Qualifications/Requirements:

- Education** : University degree in English or related field.
- Language** : Native speaker of Laos. Excellent writing/ speaking skills in both English and Laos.
- Experience** : Preferably 1-2 years' experience a similar function. UN experience or international organization will be an advantage.
- Other skills** : Proficiency in the use of Microsoft Office Suite (English edition of Word, Excel, Access, PowerPoint, Outlook).
Ability to establish and maintain effective working relations within a multicultural working environment and with other partner networks outside UNESCO.
Good organizational and planning skills.

Apply To:

Interested applicants are invited to submit a cover letter (referencing the Job Announcement No. JA 22-10) accompanied by full resume stating details of educational qualifications and working experience, present income, home and office telephone numbers, and a writing sample in English (hard copy or e-mail) to:

Chief, Administration and Finance Unit
UNESCO Bangkok
Mom Luang Pin Malakul Centenary Building
920 Sukhumvit Road, Klongtoey
Prakanong, Bangkok 10110
Thailand
Fax no: +(662) 391-0866
E-mail: adm.bgk@unesco.org

Only short-listed candidates will be contacted.