



EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR EUROPEAN CIVIL PROTECTION AND HUMANITARIAN AID
OPERATIONS - ECHO

ECHO Regional Office – Bangkok, Thailand

**VACANCY ANNOUNCEMENT FOR THE POST OF
ADMINISTRATIVE ASSISTANT (Group IV)
REF: AA 2023**

The European Commission's Directorate General for European Civil Protection and Humanitarian Aid Operations (ECHO) funds relief operations for victims of natural disasters and conflicts outside the European Union. For humanitarian aid, the Commission works with about 200 operational partners, including United Nations agencies, the Red Cross/Crescent movement and non-governmental organizations (NGOs). Humanitarian Aid is channelled impartially, straight to victims, regardless of their race, ethnic group, religion, gender, age, nationality or political affiliation.

ECHO Regional Office in Bangkok announces a position for an Administrative Assistant for its office based in Bangkok. This position is open to nationals and other residents of Thailand with valid work and residence permits.

DG ECHO applies a policy of equal opportunities. Our recruitment policy is based on respect of diversity, maintaining the gender balance, as well as the balance between professional and private life, and support for training and developments opportunities.

We welcome applications from all suitably qualified persons.

JOB DESCRIPTION

The Administrative assistant undertakes clerical and secretarial duties. As a part of a dynamic team, he/she supports both Admin and Operation team members through a variety of tasks related to general office administration, protocol, HR, finance, as well as he/she ensures receptionist functions in the Office.

His/Her duties and responsibilities include assisting in managing administration and finance operational tasks, following-up staff planning table, maintaining organized file systems for the organization, scheduling appointments, and managing room bookings. He/She plays the focal role for the mission of all staff and leave requests. He/She facilitates travel arrangements. He/She provides back up support to ensure efficient operation of the office. He/She is available for travelling outside/inside the country when required.

JOB REQUIREMENTS

Education:

- Secondary education or equivalent commercial school/minimum Secretarial Diploma.

Knowledge and Experience:

- Minimum 3 years of relevant experience;
- Previous experience in a Governmental or other International Organisation is an advantage;
- Very Good drafting skills.
- Good communication skills.
- Capable of working under pressure in a multitasking position;
- Ability to work in a multicultural environment;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc).

Languages:

- Fluency in English (verbal & writing).
- An excellent knowledge of Thai (verbal & writing)

Applications MUST comprise of:

- a cover letter (maximum of 1 page) setting out the candidate's motivation and suitability for the position;
- a detailed CV (maximum of 3 pages) in the attached European CV Template only; and
- academic and employment certificates certified true copy by the applicant;
- The name, position and contact number/details (telephone, e-mail) of three references (including HR department and the supervisor), one of them being a recent employer;
- a copy of the valid work and residence permit to live and work in Thailand (in case of non-Thai)

CONTRACT

The contract is initially for a period of one year with possibility of renewal subject to a 3 months' probationary period. After two consecutive definite-term contracts and a positive appraisal, an indefinite-term employment could be offered.

ECHO employees observe the National Staff code of Conduct which is available on the link: https://ec.europa.eu/echo/document/download/877ba212-1551-4dbe-83f6-4ce6992deb49_en

As an indication, **the monthly basic salary is THB. 53,616 which corresponds to the minimum required experience in the vacancy and will be adapted according to the exact duration of relevant professional experience supported by a work certificate.** Besides the basic salary, the employee will receive disability / retirement allowance, a 13th salary, transportation allowance, as well as a medical coverage. **(The salary is subject to local taxes).**

HOW TO APPLY

Applications should be sent by email to **echo-administration.bangkok@echofield.eu** until 17:00hrs (Bangkok time) **on 26/05/2023** at the latest. The reference of the position **“Administrative Assistant (REF: AA 05/2023)”**, must be clearly indicated in the subject line.

Only the short-listed candidates will be contacted. They will have to bring the full supporting documentation in original with them during the testing or interview stage.

Any form of canvassing, soliciting or influencing will be treated as grounds for disqualification.

“Any processing of your personal data will be done in accordance with the applicable EU legislation (Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.”

The privacy statement can be found on ECHO website.

https://ec.europa.eu/echo/system/files/2020-01/privacy_statement_recruitment_ns_final_version.pdf