



EUROPEAN COMMISSION

DIRECTORATE-GENERAL CIVIL PROTECTION AND HUMANITARIAN AID OPERATION - ECHO

ECHO Regional Support Office – Bangkok, Thailand

VACANCY ANNOUNCEMENT FOR THE POST OF ADMINISTRATIVE ASSISTANT (Group IV) Ref 2019-03 – AA

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). 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 (AA) for its Office based in Bangkok. The vacancy announcement is open for all persons of Thai nationality and holding a valid Thai residence permit in Thailand.

ECHO is an equal opportunities employer. We welcome applications from all suitably qualified persons. The candidate needs to demonstrate the following criteria:

PROFILE

Education:

- Secondary education or equivalent commercial school. Minimum Secretarial Diploma.

Knowledge and Experience:

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

Languages:

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

JOB DESCRIPTION

As a part of a dynamic team, Administrative Assistant supports the work of Administration & Finance team and/or ensures receptionist functions in the Office.

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, one of them being from the last 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 one year with possibility of renewal subject to a 3 months probationary period. Employment is expected to start in June 2019. As an indication, the monthly basic salary at step 5 of

group IV is THB.55,013 which corresponds to an average basic salary with 5 years of work experience, which will be adapted according to the exact duration of relevant professional experience supported by a work certificate. (The salary is subject to local taxes).

Besides the basic salary, the employee will receive disability / retirement allowance, a 13th month salary, transportation allowance, as well as a medical coverage.

Applications should be sent by email to **echo-administration.bangkok@echofield.eu** until 17:00hrs (Bangkok time) on **12/04/2019** at the latest. The reference of the position “**Administrative Assistant (refer THA 2019-03-AA)**”, must be clearly indicated in the subject line.

Only the short-listed candidates will be contacted.

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