

26 May 2023

Terms of Reference

ORGANISATIONAL LOCATION:	UN-Habitat
DUTY STATION:	Bangkok, Thailand
FUNCTIONAL TITLE:	Administrative Assistant
DURATION:	For 6 months from 1 July – 31 December 2023 - extendable.
CONTRACT MODALITY:	UNOPS LICA 5

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Organisational Context:

The United Nations Human Settlements Programme, UN-Habitat, is the agency for human settlements and sustainable urbanisation. It is mandated by the United Nations General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all. Leading efforts to advance UN system-wide coherence for sustainable urbanisation, UN-Habitat is playing a key role implementing the Goal 11 of the Sustainable Development Goals adopted in September 2015 as well as the New Urban Agenda (NUA) adopted in Quito, Ecuador in October 2016.

For over a decade, the UN-Habitat presence in Bangkok, being co-located with the UN Economic and Social Commission of Asia and the Pacific (ESCAP) has served as an integral arm of the UN-Habitat Regional Office for Asia and the Pacific (ROAP), assisting in facilitating inter-agency partnerships and collaboration with Bangkok-based regional bodies, institutions, UN, and civil society agencies. Gaining recognition as a strategic UN-Habitat Multi-Country Programme Office, in recent years the Bangkok Office has demonstrated its capacities to support projects spanning South-East Asia, while further deepening its presence and cooperation in all of Thailand, Malaysia, Singapore and Brunei Darussalam.

Among the significant projects being supported, include the Adaptation Fund programme in Malaysia on “Nature-based Solutions in the Urban Areas of Penang”, whose main goal is to enhance urban resilience and reduce human and ecosystem health vulnerability to climate change impacts and extreme weather events by implementing nature-based solutions to reduce surface temperatures and storm water runoff. The programme also seeks to increase social resilience and build institutional capacity.

More broadly, one of the key functions of the Bangkok Office in supporting UN-Habitat ROAP consists in the liaison and coordination with key partners, DCO, several UN agencies regional and country offices and especially with the ESCAP. The Bangkok Office supports the development of strategic partnerships with key donors and partners and the contribution of UN-Habitat to key functions and initiatives to advance the implementation and reporting of the Sustainable Development Goals.

Functional and Reporting Relationships:

The individual will be based at the UN-Habitat Multi Country Programme Office located in Bangkok, Thailand. Under overall guidance and supervision of the Chief, UN-Habitat Bangkok Program Office, the Administrative Assistant will work closely with officials at regional, and headquarter offices of UN-Habitat. For specific projects supported, the Administrative Assistant will work with the respective Project Directors, Technical Advisors, and Team Leaders, to ensure project administration is fulfilled.

Responsibilities and Duties:

The Administrative Assistant will be expected to be independent and proactive in carrying out duties related to general administration, finance, human resources, procurement and other demands of the office and responsibilities to the project implementation and development. The regular tasks include:

General administration

- Assist the office in mobilisation of human resources for UN-Habitat projects and programs utilising UN regulations and networks in recruiting staff, personnel, consultants, and vendors.
- Support the Project Management Officer in UN-Habitat ROAP and the Senior Project Assistant with administrative, finance, human resources, procurement, and other related duties.
- Assist with the establishment of the UN-Habitat project office in Penang, Malaysia.
- Support the organisation of meetings and travel required by personnel including for consultative meetings, workshops, trainings, and conferences associated with the office.
- Help to schedule meeting appointments, venue bookings, and other logistical arrangements.
- Support with developing and maintaining spreadsheets to monitor project progress.
- Contribute to organising meetings, seminars, workshops, trainings, and other relevant events.
- Partake in meetings of the Operations Management Team (OMT) in Malaysia and Thailand.
- Provide logistical support to Bangkok Multi-Country Programme Office and Penang Project Office.
- Any other related tasks, as may be required or assigned by the supervisor.

Research and communications

- Support the implementation of the media, advocacy, and communications plan by means of liaising with, obtaining quotations, and coordinating relevant local vendors.
- Assist in preparing letters and emails for correspondence in local language and English.
- Coordinate document preparation, compilation, and dissemination to meeting participants and key stakeholders, such as program documents, presentations, and printed materials.
- Help research information in support of project materials and activities as necessary.

Finance:

- Maintain proper records and documents for auditing, tracking of finances and evaluation purposes.
- Initiate all financial transactions that includes financial authorisations (FAs) for various purposes to support programmatic and operational deliverables overseen by the office.
- Help reconcile the financial transactions and communicate the results to regional office and HQ.
- Coordinate with ROAP to facilitate any disbursements in a timely manner.

- Contribute to financial closure of respective grants and annual account closure.
- Act as petty cash custodian and ensure timely reporting and replenishment.

Human Resources:

- Contribute to recruitment process that includes drafting Terms of References, long/short listing, organising interviews, selection process, offer and onboarding.
- Assist the office and personnel associated with the office to maintain compliance with health and security-related matters, mandatory training, and digital records systems.
- Initiate and maintain record of official travels, leave, holidays and monthly attendance.
- Ensure periodic and annual performance evaluation reports.
- Maintain attendance records and ensure proper HR documentation/filing for audit review.

Procurement:

- Contribute to procurement processes, ensure best value for money.
- Ensuring upkeep of IT equipment, stationery, assets, and other compliance.
- Maintain record of assets and act as asset focal point.

Results and Expected Outputs:

As an active member of the Bangkok Office, efficient, timely, responsive, client-friendly, and high-quality support rendered to UN-Habitat and its beneficiaries in her/his functions, including:

- Preparation and communication of administrative guidelines to office personnel;
- Maintenance of online shared folders and filing system for official letters and correspondence;
- Management of the habitatbkkk@un.org shared mailbox on behalf of the team;
- Regular review and update of the team personnel file and collection of necessary documents on behalf of the Regional Office for Asia and the Pacific and Headquarters;
- Preparation of the quarterly procurement plan together with Chief of Office;
- Support to the review and submission of administrative, budgetary and legal documents such as project financial reports along with Memorandums of Understanding;
- Management of the team leave calendar, personal leave requests and notification to the team of important announcements concerning official holidays and building premises.

Competencies

- **Accountability:** • Takes ownership for all responsibilities and honours commitments. • Delivers outputs for which one has responsibility within prescribed time, cost and quality standards. • Operates in compliance with organisational regulations and rules. • Supports subordinates, provides oversight and takes responsibility for delegated assignments. • Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

- **Professionalism:** Ability to perform a broad range of administrative functions, e.g., budget/work programme, human resources, database management, etc. Ability to apply knowledge of various United Nations administrative, financial and human resources rules and regulations in work situations. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines, seeking solutions to problems and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **Teamwork:** Works collaboratively with colleagues to achieve organisational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; consults on a regular basis with vendors, partners and stakeholders in a polite manner as part of the extended team; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Qualifications

Education

Minimum Bachelor's degree in business administration, financial or project management, human resource management and ERP systems, or organisational management.

Experience

Minimum of 2 years' progressive and relevant work experience in administration and financial related fields within international organisations or institutions. Familiarity and work experience with the NGOs, UN, especially administering ERP System platforms (Umoja, ATLAS, SAP, Siebel, Quantum, or other similar enterprise CRM platforms), interacting with Unite Service Desk, coordinating travel and event logistics, and general knowledge of UN rules and regulations are desirable.

Language

For this position, fluency in oral and written Thai and English is required. Knowledge of another official United Nations language and/or Malay will be considered an advantage.

Other

Experience in either international or human settlements development issues related to urban development especially, working in the context of ASEAN Member States will be an added advantage.

Contract period, level of engagement and duty station

The contract will be for 6 months starting as soon as possible. The contract will be extended upon successful performance assessment. The post is based in duty station Bangkok, Thailand.

Remuneration

In compliance with UNOPS and UN-Habitat policy.

Applications should include:

- Cover memo (maximum 1 page)
- CV in the PHP format, accessible through the INSPIRA website (inspira.un.org)

* Please note, if using INSPIRA for the first time, you need to register in order to activate your account, which will allow you to log in and create a personal History Profile.

- The PHP should be attached to the application as a PDF file.
- Summary CV (maximum 2 pages), indicating the following information:
 1. Educational Background (incl. dates)
 2. Professional Experience (assignments, tasks, achievements, duration by years/ months)
 3. Other Experience and Expertise (e.g. Internships/ voluntary work, etc.)
 4. Expertise and preferences regarding location of potential assignments

All applications should be submitted to:

UN-Habitat Bangkok Office

habitatbkk@un.org

Please indicate the Post Title: “**Admin Assistant BKK**” in your e-mail subject.

Please note that applications received after the closing date stated below, will not be given consideration.

Only short-listed candidates whose applications respond to the above criteria will be contacted for an interview. The fee will be determined according to the qualifications, skills and relevant experience of the selected candidate. In line with UN-Habitat policy on gender equity, applications from female candidates will be particularly welcome.

Deadline for applications: **11 June 2023**

UN-HABITAT does not charge a fee at any stage of the recruitment process. If you have any questions concerning persons or companies claiming to be recruiting on behalf of these offices and requesting the payment of a fee, please contact: recruitment@unon.org