UNITED NATIONS HUMAN SETTLEMENTS PROGRAMME
Regional Office for Asia and the Pacific (ROAP) – Bangkok Programme Office
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FOR A BETTER URBAN FUTURE

15 October 2026

Vacancy Announcement

Title:	Senior Programme Management Assistant (Finance and Procurement)
Nationality:	Thai Nationals Only
Level:	LICA 6 (Issued by UNOPS on behalf of UN-Habitat)
Location:	Bangkok (Supporting Thailand and other countries)
Reporting to:	Programme Management Officer
Duration	1 January – 31 December 2027
Vacancy announcement:	15 October 2026
Vacancy closing date:	31 October 2026

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

Organizational Context:

The United Nations Human Settlements Programme, UN-Habitat, is the agency for human settlements and sustainable urbanization. It is mandated by the UN 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 urbanization, UN-Habitat is playing a key role implementing the Goal 11 of the Sustainable Development Goals (SDGs) and urban-related SDGs adopted in September 2015, as well as the New Urban Agenda (NUA) adopted in Quito, Ecuador in October 2016.

For over a decade, UN-Habitat through its established presence together with the UN Economic and Social Commission of Asia and the Pacific (ESCAP) in Bangkok, Thailand, has served as an integral arm of the Regional Office for Asia and the Pacific (ROAP) in Fukuoka, Japan. In line with the UN-Habitat organizational reforms, UN-Habitat is strengthening its regional architecture by establishing Multi Country Programme Offices in each region to facilitate inter-agency partnerships and collaboration with the UN Development Coordination Office (DCO), regional bodies, institutions, UN, and civil society agencies. In Asia and Pacific region, Bangkok Programme Office and country offices and mainly Malaysia is further deepening its presence and cooperation with partners in supporting ROAP and HQ for strengthened programming in South Asia and South-East Asia

As captured in the UN-Habitat Strategic Plan (2020-2025), sustainable and equitable urbanization is considered as key to addressing some of the underlying risks of natural hazards and the root causes of instability and conflict. In 2023 alone, there were 117.2 million people who were forcefully displaced or stateless and nearly 295 million people, mostly coming from the Global South, living outside of their country of birth. Whether driven out of their countries due to poverty, climate change, and spatial inequalities, or seeking a more promising future and livelihood opportunities abroad, it is evident that “push” and “pull” factors are both driving migration flows and contributing to increasing

urban population worldwide. By 2050, projections suggest a substantial rise in the global urban population, expected to surge from 3.5 billion presently to 6.2 billion.

Following the Second Session of the Habitat Assembly in June 2023, this prominent trend in urban displacement, which is poised to escalate, greatly amplifying urbanization rates, has further led to the adoption of Resolution HSP/HA.2/Res.9 towards the creation of a human settlements resilience framework for early warning, foresight, risk reduction, crisis response, and post-crisis recovery and reconstruction. In appreciation of the challenges in financing the triple humanitarian-development-peace nexus and immense strain on resources exacerbated by migration and urbanization, more strategic UN allocations, alongside in-country coordination and emergency responses are urgently required to help tackle these complex issues.

Functional and Reporting Relationships:

The individual will be based at the UN-Habitat Programme Office located in Bangkok, Thailand, under the guidance and the supervision of the Programme Management Officer based in Bangkok. The individual will collaborate closely with the Human Settlements Officers (HSOs) and focal points of the Regional Office of Asia and the Pacific (ROAP) and the country offices in the sub-region.

Key Responsibilities:

The Programme Management Assistant will be responsible for providing administrative, financial, procurement, logistical support to Thailand and respective countries.

Key Responsibilities

1. Finance:

- Process financial transactions and maintain accurate records in Umoja, ensuring completeness and compliance with established procedures.
- Manage operational advances, including disbursement, monitoring, liquidation and timely follow-up on outstanding advances and settlements.
- Support financial monitoring and reporting for Implementing Partners (IPs) and donor-funded projects, including review of financial reports, supporting documents and budget utilization.
- Assist in the preparation of financial statements, expenditure reports, reconciliations and other financial reports as required.
- Assist in budget preparation and budget revisions.
- Assist in issuance, monitoring and settlement of UNDP Financial Authorizations.
- Assist in year-end account closure.
- Maintain organized and up-to-date financial records, ensuring proper documentation and audit trails.
- Ensure the safe filing and retrieval of financial transactions, contracts, invoices, receipts and other supporting records.

- Support internal and external audits, financial reviews, compliance checks by providing relevant documentation.
- Perform other related finance duties as assigned by the supervisor.

2. Procurement:

- Process procurement actions, including Requests for Quotation (RFQs), Invitations to Bid (ITBs) and Requests for Proposals (RFPs), in accordance with the UN Procurement Manual and applicable UN procurement rules and procedures.
- Assist in preparing solicitation documents, obtaining quotations or bids, maintaining procurement files and supporting bid evaluation and award processes.
- Monitor procurement requests, purchase orders and delivery status, and liaise with requesting units, vendors and relevant offices to ensure timely processing.
- Ensure transparency, fairness, competition, value for money and compliance throughout the procurement process.
- Maintain organized and up-to-date procurement records, ensuring proper documentation and audit trails.
- Ensure the safe filing and retrieval procurement documents, contracts, invoices, receipts and other supporting records.
- Support internal and external audits of procurement compliance checks by providing relevant documentation.
- Perform other related procurement duties as assigned by the supervisor.

3. Data and Reporting:

- Compile and analyze data for reports, presentations, or decision-making processes.
- Prepare visualizations (e.g., PowerPoint presentations, infographics) for project/programme updates and stakeholder communications.
- Monitor projects' progress against budgets and objectives, reporting discrepancies or issues.

4. Other Duties:

- Ensure compliance with UN policies on confidentiality, ethics, and workplace standards.
- Perform additional tasks assigned by supervisor to support program or office operations.
- The duties also encompass providing substantial support to UN-Habitat counties in the sub-region.
- Access to Umoja and managing more online functions.

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Qualifications and Experience:

5. Education:

- Bachelor's degree in finance, Accounting, Commerce, Business Management and related fields.

6. Experience:

- Minimum of 4 years of progressively responsible experience in administrative services, finance, accounting, human resources, logistics, or related fields.
- Experience with UN systems (e.g., SAP/Umoja, Inspira) or similar international organizations is desirable.
- Proficiency in office software (e.g., MS Excel, Word, PowerPoint) and financial systems is required.
- Experience in organizing meetings, drafting correspondence, or managing databases is highly valued.

7. Languages:

- Fluency in English and Thai required.

8. Skills:

- Strong organizational and record-keeping skills.
- Proficiency in spreadsheets, word processing, and ERP systems.
- Excellent written and verbal communication skills.
- Ability to work with sensitive information and maintain confidentiality.
- Familiarity with UN financial and administrative rules or IPSAS is an advantage.

9. Competencies:

- Professionalism: Demonstrates competence in administrative and financial tasks, adheres to UN regulations, and maintains accuracy in document and financial management.
- Planning and Organizing: Prioritizes tasks, meets deadlines, and manages multiple responsibilities efficiently.
- Client Orientation: Provides high-quality support to internal and external clients, ensuring compliance with UN standards.

10. Special Notes

- Recruitment Process: Candidates may undergo assessments and competency-based interviews. Background checks, medical clearance, and reference verification are required.
- Work Environment: The UN-Habitat is a non-smoking environment, and staff may be required to travel as and when required.
- No Fees: UN-Habitat does not charge fees at any stage of the recruitment process and does not request bank account information from applicants.

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HOW TO APPLY:

Interested and qualified candidates are requested to please indicate their immediate availability to undertake the assignment as per the terms of reference above. The application must be accompanied by a completed UN Personal History Profile (PHP) or P11 (MANDATORY):

- PHP – Online : (1) Please create your profile in inspira.un.org, (2) Go to "My applications", (3) "Create Draft Application", (4) fill all required steps, (5) save the application and go back to "My applications", (6) "Print the Admin Profile" and download it to be submitted via email. (Your online PHP profile can be updated and used for future applications)
  OR
- P11 – Offline: Please download the form (MS-Word) from UN-Habitat ROAP website:

https://police.un.org/en/p11-personal-history-form-english

The application should comprise of:

- UN Personal History Profile or P11 – without a detailed one of those forms, the application would be rejected.
- Recent Curriculum Vitae (CV)
- Motivation Letter

Please indicate the Post Title: "Application for the position of Senior Programme Management Assistant (Finance and Procurement)" in your email subject.

All applications should be submitted to: UN-Habitat
Bangkok Office habitatbkk@un.org

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. Overall remuneration 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 application: Saturday, 31 October 2026

Please note that applications submitted after the deadline will be disregarded.