

No. 52101/ *e* / 88



PERMANENT MISSION OF THAILAND
5, Rue Gustave-Moynier
1202 GENEVA

Job Vacancy Announcement

The Permanent Mission of Thailand to the United Nations and other International Organizations in Geneva is seeking an individual for the following:

Position:	Secretary
Opening date of application:	26 April 2019
Closing date of application:	31 May 2019
Date of commencement of work:	1 July 2019 (or earliest opportunity)
Working hours:	9.00 – 13.00, 14.00 – 17.00 hrs
Other details are listed in:	Annex 1, Annex 2, and Annex 3
Salary:	Starting from 3,475.-CHF/month

Qualification required:

1. Age between 21 – 40 years old
2. Fluency in French and English, both spoken and written; operational knowledge in using computers and computer software
3. Holder of a valid permanent residence permit allowing full-time employment in Switzerland
4. A service-oriented mind, good human relations skills, a positive attitude towards teamwork, and a willingness to contribute are essential.
5. Experience in managerial work, especially management of delegations and contact with international organizations will be an advantage.

Application documents required:

1. 2 recent photographs taken within the last 6 months
2. Copy of national ID card or passport
3. Copy of permanent residence permit
4. Copy of education transcript
5. Curriculum vitae / Resumé

Qualified applicants interested in this position must submit required documents via registered post to the Permanent Mission of Thailand, 5 rue Gustave-Moynier, 1202 Geneva, Switzerland, or via email: mission.thaigva@mfa.go.th **no later than 31 May 2019 17.00hrs.**

Geneva, 26 April 2019

Kunt



ANNEX 1

SCOPE OF EMPLOYMENT

Secretary / Receptionist

Responsibilities

1. Organizational and Secretarial Work

- Incoming official e-mails, postal letters and delivery of packages to Mission (receiving, registration and distribution)
- Reservations (e.g. hotels, restaurants, cars, air travel, etc.) for official delegations in Geneva, Zurich, and Davos areas
- Rental and logistical matter (e.g. cars, mobile phones, luggage services etc.)
- Related tax exemption and VAT refunds
- Work related to Mission buildings as well as Regie(s) meetings, and other procurement projects as assigned
- Assistant to Mission's Finance Officer

2. Protocol / Reception

- Guest lists and invitation cards / Thai communities
- Drafting notes / telexes
- Answering phones, taking and delivering messages
- Answering general questions (about Thailand, the Permanent Mission, visa requirements, etc.)
- Welcoming guests, taking care of refreshments, etc.

3. Assistance to Diplomatic Staff

- Coordination with Swiss and other Missions to the UN, international organizations, local authorities, companies, etc. including accreditations and badge registration
- Making appointments / courtesy calls

4. Information and Communication

- Translations of documents/interpretations : French/English
- Mission's website

5. Other Matters

- Problem-solving assignments and other requested projects
- Substitution of other secretaries when necessary
- Other responsibilities as may be assigned

ANNEX 2
PERFORMANCE ASSESSMENT

1. There will be an annual performance assessment of staff members. A staff member whose performance meets the required standard shall be entitled to a renewal of the Service Agreement.
2. After expiry of the Service Agreement currently in effect, the renewal of this Agreement is possible. However, such renewal is subject to the performance assessment of the staff member. To be eligible for renewal, the past performance of the staff member must be above 60% of the standard set.
3. The performance assessment must be done objectively. The staff member must also be informed of the result of the assessment.
4. In case a staff member fails the performance assessment, the Permanent Mission of Thailand has, at its discretion, the power to take the following actions:
 - (a) to terminate the Service Agreement, in which case the Permanent Mission of Thailand shall pay the staff member appropriate severance payment ; and
 - (b) to give the staff member an opportunity to improve himself within 180 days. After the time lapses, there will be another assessment. If the staff member fails to meet the standard set, the Permanent Mission of Thailand shall terminate the Service Agreement and pay appropriate severance payment to the staff member.

ANNEX 3

CODE OF CONDUCT

In the course of their duty with the Permanent Mission of Thailand, all staff are to:

1. behave honestly and with integrity;
2. act with care and diligence;
3. treat others with respect, courtesy, and without coercion or harassment of any kind;
4. comply with all applicable Thai and domestic labour laws;
5. comply with any lawful and reasonable direction given by an authorised person;
6. maintain strict confidentiality with regard to information obtained during the course of their employment with the Permanent Mission of Thailand;
7. disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with their employment;
8. use the resources of the Permanent Mission of Thailand in a proper manner;
9. not provide false or misleading information in response to a request for information that is made for official purposes;
10. not make improper use of information or their duties, status, or authority in order to gain, or seek to gain, a benefit or advantage for themselves or for any other person; and
11. at all times behave in a way that upholds the values, integrity and good reputation of the Permanent Mission of Thailand.
12. not be the holder of any office or engage in any employment other than his/her employment with the Permanent Mission of Thailand, without the express written permission of the Permanent Representative, which may be withdrawn at any time.
13. not return to their place of work and stay there beyond the prescribed working day, except for reasons of service and with the authorization of the employer.
14. dress appropriately in a polite and presentable manner.