



ASIA-PACIFIC TELECOMMUNITY
12/49, Soi 5, Chaengwattana Road, Bangkok 10210, Thailand

VACANCY NOTICE NO. APT/HR/2019-02/1

1. **Post Title:** Project Coordinator
2. **Classification:** General Service (Level 5 or 6, depending on experience)
3. **Period of Appointment:** One year from the date of commencement and extendable depending on performance and conduct (with the probation period of 3 months)
4. **Duty Station:** APT Secretariat, Bangkok, Thailand
5. **Special Notice:** Appointment against this post is on a local basis.
6. **Qualifications & Experience:**
 - 6.1 University Degree in telecommunications, electronics, electrical or information processing engineering and other related fields; another degree or certificate in economics or law would be an advantage; an advantage for holder of Master's Degree;
 - 6.2 Good knowledge in telecommunication policy and regulations and other related activities;
 - 6.3 Good knowledge and experiences on international conferences and good understanding of its procedure; experience in organizing international events will be advantage;
 - 6.4 Computer literacy and proficiency in Microsoft Office;
 - 6.5 Excellent command of written and spoken English;
 - 6.6 At least 10 years or more working experience in ICT sector.

7. Responsibilities:

The personnel will be assigned, but not limited to, to the following tasks:

- 7.1 Perform work activities for preparing and organizing events designated by the Secretary General;
- 7.2 Prepare summary records of the events;
- 7.3 Provide assistant to Office Bearers as appropriate;
- 7.4 Prepare policy documents/procedural documents for the functioning of the Work Programmes;
- 7.5 Update website and contents relevant to the work;
- 7.6 Coordinate with members for their outputs – reports, working papers, proposals etc. and editing, circulate it to all concerned;
- 7.7 Assist in preparation for the Management Committee and General Assembly meetings by preparing draft working papers and reports;

- 7.8 Coordinate APT Preparations for ITU Conferences, for example, Plenipotentiary conferences, World Telecommunication Standardization Assembly, World Radiocommunication Conference, World Telecommunication Development Conference, etc. as assigned;
- 7.9 Perform such other related duties as may be assigned by the supervisor and/ or Secretary General.

8. Submission of Application:

Interested candidates are invited to submit a cover letter and CV along with a duly completed APT Personal Information Form to APT Secretariat via email at apt-ab@apt.int by **22 October 2019**.

Only the short-listed candidates will be contacted.



**ASIA-PACIFIC TELECOMMUNITY
PERSONAL INFORMATION FORM**

INSTRUCTIONS: Please answer each question clearly and completely. Type or print in ink. Read carefully and follow all directions. If you need more space, attach additional pages of the same size. Be sure to sign and date the form.

AFFIX PHOTOGRAPH
HERE

1. Family Name				First Name	Middle Name	Maiden Name										
2. Date of Birth (day, month, year)			3. Place of Birth			4. Sex										
						<input type="checkbox"/> Male <input type="checkbox"/> Female										
5. Nationality (at birth)				6. Present Nationality(ies)												
7. Marital Status																
<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widow(er)																
8. Present Address				9. Permanent Address												
Tel.		Fax.		Tel.		Fax.										
E-mail.				E-mail.												
10. Have you taken up legal residence status in any country other than that of your nationality? If answer is "Yes", which country?						<input type="checkbox"/> Yes <input type="checkbox"/> No										
11. Have you any dependent?						<input type="checkbox"/> Yes <input type="checkbox"/> No										
						If answer is "Yes", give the following information										
Name		Date of Birth	Relationship		Name		Date of Birth									
12. Have you previously submitted an application for employment with APT? If answer is "Yes", when?																
13. Knowledge of Languages (<i>List mother tongue first</i>):																
	READ				WRITE				SPEAK				UNDERSTAND			
	Excellent	Good	Fair	Slight	Excellent	Good	Fair	Slight	Excellent	Good	Fair	Slight	Excellent	Good	Fair	Slight
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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14. For secretarial/clerical grades only:																
Indicate speed in words per minutes				List the knowledge of computer hardware/software												
Shorthand:																
Typing in English:																
Typing in Thai:																
15. Employment by the APT may require assignment and travel to any area.						<input type="checkbox"/> Yes <input type="checkbox"/> No										
Have you any disabilities or reservations that may restrict your activities in this respect? If answer is "Yes", explain why?																

16. Education: give full detail

A. University or equivalent. You may be required to furnish proof of degree obtained.

Name and place	Years attended		Degree and academic Distinctions obtained	Main subjects
	From	To		

B. Schools or other formal training or education from age 14 (e.g. high school, technical school or apprenticeship)

Name and place	Years attended		Certificates, diplomas obtained	Type
	From	To		

17. EMPLOYMENT RECORD:

Starting with your present or most recent post, list in reverse order every employment during the last ten years and any significant experience not included in that period which you believe will be helpful in evaluating your record.

PLEASE NOTE THAT, BEFORE ANY OFFER OF APPOINTMENT IS MADE TO YOU, APT MAY CONTACT YOUR PRESENT AND PREVIOUS EMPLOYERS FOR WORK REFERENCES. IF THERE ARE OTHER WORK-RELATED REFERENCES YOU WISH TO HAVE TAKEN INTO ACCOUNT, PLEASE INDICATE.

From (month/year)	To (month/year)	Exact title of your post	
Name of employer		Duty station	Salary per annum (Excluding allowances)
		Type of business	Starting Present
Address of employer		Number and kind of employees supervised by you	
		Reason for leaving, if applicable	
Tel. Fax. E-mail.			

Description of your work

From (month/year)	To (month/year)	Exact title of your post	
Name of employer		Duty station	Salary per annum (Excluding allowances)
		Type of business	Starting Final
Address of employer		Number and kind of employees supervised by you	
Tel. Fax.		Reason for leaving, if applicable	
Description of your work			
From (month/year)	To (month/year)	Exact title of your post	
Name of employer		Duty station	Salary per annum (Excluding allowances)
		Type of business	Starting Final
Address of employer		Number and kind of employees supervised by you	
Tel. Fax.		Reason for leaving, if applicable	
Description of your work			
From (month/year)	To (month/year)	Exact title of your post	
Name of employer		Duty station	Salary per annum (Excluding allowances)
		Type of business	Starting Final
Address of employer		Number and kind of employees supervised by you	
Tel. Fax.		Reason for leaving, if applicable	
Description of your work			

18. List membership in any professional societies and activities in civic, public or international affairs			
19. List any significant publications you have written. PLEASE DO NOT ENCLOSE			
20. Are you now, or have you ever been, a permanent Civil Servant in your Government's employ? <input type="checkbox"/> Yes <input type="checkbox"/> No If answer is "Yes", when?			
21. Are you under any obligation to return/stay in the service of your government or other public sector employer in recognition of sponsored training or education? <input type="checkbox"/> Yes <input type="checkbox"/> No			
22. REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications			
Full Name	Full Address	Business or Occupation	
23. Legal convictions (include all convictions other than those for minor violations of road traffic regulations)			
Charge	Date	Where tried	Conviction
24. State any other relevant facts, including information regarding any residence or prolonged travel abroad, giving dates, areas, purposes, etc. Also state any disability that might limit your field of work. Final appointment will be subject to a physical examination.			
25. Please note that in evaluating your candidature APT reserves the right to approach your previous employer(s) for references. Have you any objections to our making inquiries of your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
26. I certify that the statement is made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any false statements or any required information that is withheld from this Personal Information form may provide grounds for the withdrawal of any offer of appointment or dismissal if any appointment has been accepted.			
Date		Signature	
<p>NOTE: You will be requested to supply documentary evidences with supports the statements you have made above. Do not, however send any documentary evidence until you have been asked to do so by the APT and, in any event, do not submit the original texts of reference or testimonials unless they have been obtained for the sole use of the APT. The Personal Information Form should be mailed or faxed directly to the following address:</p> <p>Asia-Pacific Telecommunity 12/49, Soi 5 Chaeng Watthana Road Bangkok 10210, Thailand.</p> <p style="text-align: right;">Tel. + 66 2 573 0044 Fax. + 66 2 573 7479, 574 4226 E-mail apt-ab@apt.int</p>			