



No. 52200/ 442

Permanent Mission of Thailand
to the WTO and WIPO
ICC Bat. G, Route de Pré-Bois 20
1215 Genève 15

Job Vacancy Announcement

The Permanent Mission of Thailand to the World Trade Organization and the World Intellectual Property Organization is seeking an individual for the following

Positions:	Clerk
Opening date of application:	9 July 2021
Closing date of application:	16 August 2021
Date of Commencement of work:	1 October 2021
Working hours:	9.00 – 13.00, 14.30 – 18.00 hrs (37.5 hours per week)
Other details are listed in:	Annex 1, Annex 2, and Annex 3
Salary:	Starting from 3,745 CHF/month and a possible 1-month salary bonus

Qualification required

1. At least 21 years of age
2. Fluency in French and English, both spoken and written; Proficiency in Thai will be an advantage;
3. Operational knowledge in using computers and computer software
4. Holder of a valid permanent residence permit allowing for full-time employment in Switzerland
5. A service oriented mind, good human relations skills, a positive attitude towards teamwork, and willingness to contribute are essential.
6. Work experiences in foreign missions or embassies, especially those related to drafting official letters and management of delegations and contact with permanent missions and international organizations will be an advantage.

Application documents required

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

Qualified applicants interested in this position must submit the required documents via registered post to the Permanent Mission of Thailand to the WTO and WIPO, ICC, Route de Pré-Bois 20 Case postale 1848, 1215 Geneva 15., Switzerland, or via email: gsa@thaiwto.com no later than 16 August 2021, 18.00 hrs. Any questions should be directed to Mr. Phatana Saikhamchan at +41 22 929 52 23 or gsa@thaiwto.com.

Permanent Mission of Thailand
to the World Trade Organization and
the World Intellectual Property Organization,
Geneva

9 July B.E. 2564 (2021)

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ANNEX 1
SCOPE OF EMPLOYMENT

Clerk

Responsibilities

1. Organizational and Secretarial Work
 - Incoming official emails, 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 Switzerland and neighbouring countries
 - 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 financial officer
2. Assistance to diplomatic staff
 - Coordination with Swiss and other Missions, international organizations, local authorities, companies, etc. on work-related and other necessary matters, including accreditations, badge registrations, car registrations, insurances, bank accounts, housing and accommodation for diplomatic staff
 - Assisting and preparing for the WTO and WIPO meetings, briefings, and other events as assigned
 - Assisting and making necessary arrangements for diplomatic staff before the start and end of their mission in Geneva
 - Making appointments / courtesy calls
3. Information and communication
 - Translations of documents / interpretations: French/English
 - Mission's website
4. Protocol reception
 - Guest list and invitation card / Thai communities
 - Drafting note / telexes
 - Answering phones, taking and delivering messages
 - Answering general questions (about Thailand, the Permanent Mission, etc.)
 - Welcoming guest, taking care of refreshments, etc.
5. Other matters
 - Substitutions of other secretaries when necessary
 - Other responsibilities as may be assigned

ANNEX 2

PERFORMANCE ASSESSMENT

1. There will be 3-month probationary period. If a newly recruited candidate's performance is satisfactory, a 9-month Service Agreement can be signed. After that, the Service Agreement is renewable on a yearly basis depending on the candidate's performance assessment.
2. There will be an annual performance assessment of staff members. A staff member whose performance meets required to standard shall be entitled to a renewal of the Service Agreement
3. 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 70% of the standard set.
4. The performance assessment must be done objectively. The staff member must also be informed of the result of the assessment.
5. 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 to staff member appropriate severance payment; and
 - b. to give the staff member an opportunity to improve him/herself 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 authorized 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 gain, or seek to gain, a benefit or advantage for themselves or for any other person;
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 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 prescribed working day, except for reasons of service and with the authorization of the employer.
14. dress appropriately in a polite and presentable manner.
