Position Title: Event Coordination Assistant (In-House Face to Face)  
Post Level: Equivalent to GS-2  
Date Issued of the Vacancy Announcement: 17 July 2019

Post No.: -  
Report To: Assistant PSP Officer (Thailand)  
Closing Date of the Vacancy Announcement: 31 July 2019

Section: PSP  
Duty Station: Bangkok, Thailand  
Contractual Status: Local Individual Contractor Agreement (UNOPS)

Availability of the Position as soon as possible

Under the overall supervision of the Assistant PSP Officer, the individual contractor will assist in the following:

- Secure event sites (outdoor and indoor) for short term and long term partnerships for F2F fundraising booths.
- Maintain and develop relationship with new and existing location providers to ensure UNHCR has event spaces for the teams.
- Secure team building and training spaces for the teams.
- Explore the opportunity to expand F2F fundraising into new territories such as Door to Door.
- Survey, contact and build good relationship with venue management staff of an event site.
- Plan, organize, and monitor event schedule and results on a weekly and monthly basis.
- Analyze and improve the performance of the locations and teams.
- Coordinate UNHCR event plans with the outsourced face to face fundraising agencies.
- Manage administrative work in areas of event management; sending proposal, confirmation letter, thank you message and necessary actions.
- Provide any other duties as required by the supervisor.

Qualifications and Required Competencies

- Bachelor degree in any related field
- Minimum 2 years working experience and / or one year experience related to event management preferably in direct sales or F2F marketing.
- Languages - Good command of English and Thai languages.
- Ability to communicate effectively both verbally and in writing.
- Good skills of sale, communication, negotiation and convincing.
- Discipline in time management and be punctual.
- Excellent in interpersonal skills and pleasant personality.
- Good skills in all MS office.
Please submit your Motivation Letter, P.11 form, Curriculum Vitae and a copy of official ID card/national passport indicating the vacancy announcement number and position title to: THAROPSP@unhcr.org.

Candidates who are not Thai nationals are required to submit with their application evidence of their right to work in Thailand.

Only candidates under positive consideration will be contacted for a written test and/or interview.

UNHCR/P.11 and supplementary forms can be downloaded from: https://www.unhcr.or.th/sites/default/files/u11/P11_UNHCR.docm and https://www.unhcr.or.th/sites/default/files/u11/P11SUP_UNHCR.docm

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