

## POSITION DESCRIPTION

<b>Position:</b>	<b>Executive Assistant</b>
<b>Duration:</b>	Long-term, Full-time
<b>Location:</b>	Bangkok, Thailand
<b>Reports to:</b>	Senior Operations Manager
<b>Closing date:</b>	11:59pm (Bangkok time) on Sunday 14 July 2024

### About P4I

Partnerships for Infrastructure (P4I) is an Australian Government initiative partnering with Southeast Asia to drive sustainable, inclusive, and resilient growth through quality infrastructure. P4I partners with Cambodia, Indonesia, Laos, Malaysia, Philippines, Thailand, Timor-Leste, Vietnam and the Association of Southeast Asian Nations (ASEAN).

P4I works with partners to strengthen infrastructure decision-making and practice across the transport, energy, utilities and telecommunications sectors. P4I's focus is on the early stages of the infrastructure lifecycle, including planning and prioritisation, financing strategy, and procurement.

The 4 main services offered by P4I are linkages with Australian government agencies and other institutions, technical and policy advice, infrastructure project advice and knowledge-sharing and learning. As the foundation of quality infrastructure, P4I also integrates gender equality, disability, and social inclusion, and disaster risk reduction and climate change considerations into all activities.

Delivered through a single team, P4I is led by the Australian Department of Foreign Affairs and Trade (DFAT) in collaboration with EY, Adam Smith International, The Asia Foundation and Ninti One.

P4I has a regional program office in Bangkok, with staff also located in Australia and each partner country. More information about P4I is available at [www.partnershipsforinfrastructure.org](http://www.partnershipsforinfrastructure.org)

### The Role

The Executive Assistant will be based in the Program's Head Office in Bangkok and will be responsible for providing administrative support for the Program's Executives and Senior-Level Managers and the operations team. The position will report to the Senior Operations Manager and will be expected to manage calendars, make travel arrangements, preparing travel requests, and creating claims reports among other administrative tasks. The position will also be responsible for assisting international team members obtaining and renewing their work permits and visas. This role is suited to someone who is well-organised, has experience providing administrative support to a team and can perform tasks with limited oversight.

This position is open to Thai nationals only.

The anticipated salary is 35,000 – 50,000 THB/month.

### Responsibilities

The position holder will be responsible for:

- Acting as the first point of contact for executives, employees, and external partners.
- Managing information flow in a timely and accurate manner.
- Managing executives' calendars and setting appointments among partners.
- Scheduling appropriate conference and meeting rooms, preparing, and distributing agendas and materials for meetings, meeting set up, and ensuring that all participants are well-prepared and informed.
- Creating travel itineraries and general travel arrangements for the Executive team.



- Assisting with special projects and events as needed including arranging venues, catering and security in line with DFAT procurement rules.
- Assisting with other Operations team tasks and responsibilities when team members are on leave or travelling.

## Selection Criteria

- Must be a Thai national.
- Minimum of 3 years' work experience as an Executive Assistant, Personal Assistant, Secretary or similar role.
- Experience managing an office, including managing calendars and maintaining office equipment.
- Proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint and SharePoint).
- Outstanding organisational and time management skills with the ability to prioritise tasks and manage multiple projects simultaneously.
- Excellent verbal and written communications skills in English, with ability to interact with people at all levels of the organisation.
- Ability to maintain confidentiality and handle sensitive information appropriately.

## How to Apply

Interested applicants are requested to submit a CV and a short covering note in an email with subject "[Candidate Name] – Executive Assistant" to [recruitment@partnershipsforinfrastructure.org](mailto:recruitment@partnershipsforinfrastructure.org).

Applications must be submitted by **11:59pm (Bangkok time) on Sunday 14 July 2024**.

Due to the high volume of applications for P4I positions, only short-listed applicants will be contacted.

This position will be recruited through Adam Smith International (ASI). ASI is committed to continually improving the diversity of our workforce through the attraction, retention, and development of a diverse range of talented people. Women, people with disabilities, Indigenous and ethnic minority groups, and nationals of P4I's partner countries are encouraged to apply. We want people to be comfortable bringing their whole self to work and recognise that inclusion brings further opportunities for innovation and creativity.