

COSCAP SA RECRUITMENT OF AN ADMINISTRATIVE ASSISTANT G-5 LEVEL – PARO, BHUTAN

1) The COSCAP SA - ICAO Office (aviation agency of the United Nations) will be looking at employing an administrative assistant at the G-5 level. The position will be located at the COSCAP SA office located at the Bhutan Civil Aviation Authority (BCAA) office, 2rd floor, in Paro (International Airport), Bhutan for a period of 22 months starting August 2019 and ending on May 31, 2021. Initially, a one-year contract is offered which is extendable (pending satisfactory performance) until the end of May 2021.

2) The qualification requirements are listed as such:

QUALIFICATIONS AND EXPERIENCE

Education

Essential

- Completion of full secondary education.

Desirable

- Successful completion of formal training in accounting, office administration and/or standard office computer applications.

Professional experience

Essential

- At least five years' relevant administrative experience.
- Ability to operate office automations and MS-Office applications.
- Good knowledge of the financial and administrative principles and practices.
- Good knowledge of accounting and financial procedures and ability to maintain financial records, prepare clerical reports and statements accurately.
- Good administrative, communication and organizational skills.

Desirable

- Previous work experience in the UN/International Organizations and civil aviation will be an advantage.
- Experience and knowledge of procedures for the preparation of documents, administrative forms, and use of filing systems.

Languages

Essential

- Fluent reading, writing and speaking abilities in English.

Desirable

- Knowledge of any of the other languages of the Organization (Arabic, Chinese, French, Russian or Spanish).

3) Interested applicants are requested to complete the attached electronic Personal History Form (P11) and submit (with a copy of their CV) to the following email as follows: Attn. Marie Zubryckyj, Chief Technical Advisor, COSCAP SA: marie.zubryckyj@coscap-icao.org, no later than **April 1, 2019**

4) Applicants who have successfully been screened-in, will be contacted to conduct an English Written Examination and if successful, pass a competency based interview. Written examinations and subsequent interviews will be conducted in June and July 2019.

5) If you have any questions, please do not hesitate to contact **via email** the undersigned.

Capt. Marie Zubryckyj
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BCAA, Bhutan HQ
Paro International Airport
PARO - BHUTAN

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Attachments:

Personal History For (P11)
Poster for G-5 (step I) position