

Name of Bureau/Office	Asia and Pacific Office (Bangkok, Thailand)
Area of Assignment	Administration
Location of Assignment	Asia and Pacific Office (Bangkok, Thailand)
Reporting relationship	Administrative Officer
Duration of Assignment	6 months
Detailed description of assignment	<p>Under the supervision of the Administrative Officer, the intern will be expected to:</p> <ul style="list-style-type: none">• Assist in all administrative matters and maintain proper filing of administrative documents;• Assist in the building maintenance, asset management, office equipment and stationery stock;• Assist in the preparation and logistical support and coordination for events organized at ICAO APAC Office;• Receive and provide information to visitors or meetings/seminars/workshops participants; and• Perform other related tasks as required.
Educational requirements	<p>At the time of application, candidates are required to have completed or be enrolled in a graduate degree programme (second-level university degree or higher) in a field of study related to economics, law, commerce, and/or public or business administration.</p> <ul style="list-style-type: none">• Applicants pursuing studies in countries where higher education is not divided into undergraduate and graduate stages should have completed at least four years of full-time studies at a university or equivalent institution towards the completion of a degree. <p>Language skills:</p> <ul style="list-style-type: none">• Essential requirements: Fluent reading, writing and speaking abilities in English and Thai.• Desirable requirements: A working knowledge of a second language of the Organization (Arabic, Chinese, French, Russian, or Spanish).