



**NETWORK FOR THE DEVELOPMENT OF AGRICULTURAL
COOPERATIVES IN ASIA AND THE PACIFIC (NEDAC)**

c/o FAO Annex Building, 202/1 Larn Luang Road, Klong Mahanak Sub-district,
Pomprabsatruphai District, Bangkok 10100, Thailand
Tel: (662) 2822935, Fax: (662) 2822936, e-mail: secretariat@nedac.info www.nedac.info

No. NEDAC-2019-OCA

**VACANCY ANNOUNCEMENT
For the position of
OFFICE CLERK CUM ACCOUNTANT**

**In Regional Network for the Development of Agricultural Cooperatives in
Asia and the Pacific (NEDAC) at Bangkok**

1. Applications through email (addressed to secretariat@nedac.info) are invited from citizens of Thailand or of NEDAC member countries, who fulfill the following Essential Qualifications and other eligibility conditions, as on **16.9.2019**, for preparation of a panel of suitable candidates to be engaged as **OFFICE CLERK CUM ACCOUNTANT** in the Bangkok Office of the Regional Network for the Development of Agricultural Cooperatives in Asia and the Pacific (NEDAC) purely on contractual basis on a fixed consolidated fee ranging from THB 25,000/- to 30,000/- per month, depending upon suitability, initially for a period of twelve months, extendable on yearly basis, based on satisfactory performance. After every two years, the fee will be reviewed by the NEDAC EXCOM and will be increased depending on suitability and performance. However, the contract can be terminated at any point of time without any notice.
2. NEDAC with its headquarters in Bangkok has now membership of 39 cooperative organizations / institutions. Presently, the Chairman of the NEDAC Executive Committee (EXCOM) is the Managing Director of National Cooperative Development corporation, New Delhi, India and is also the head of the NEDAC Governing body.
3. **Essential Qualifications:**
 - 3.1. The candidate must have a Bachelor's degree in accountancy, or business administration or commerce or finance or agricultural economics from any School / College/ University/ Institution established by law in Thailand or in any NEDAC member country.
 - 3.2. Candidate studying in the final quarter of the Bachelor Degree Course will also be eligible to apply subject to furnishing proof of acquiring qualification before taking up the assignment as **OFFICE CLERK CUM ACCOUNTANT**.
 - 3.3. The candidate must have knowledge of typing on computer including emails, maintaining accounts, social media, retrieval of desired information on internet, from various search engines / processes/ databases etc.
4. **Experience**

Applicant must have experience of at least TWO years work in the relevant field. She / he must have studied English and well versed to communicate orally and in writing in English.
5. **Other requirements**
 - 5.1. Fluent in English (writing and speaking)
 - 5.2. Ability to work in office management and maintaining office accounts etc.
 - 5.3. Ability to work in multicultural environment
 - 5.4. Ready to travel in Thailand and abroad if required.



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6. Age limit:

Candidate must not be below the age of 18 years and above 35 years as on the last date of receipt of applications.

7. Place of posting:

NEDAC Office, 202/1 Larn Luang Road, Klong Mahanak Sub-district, Pomprabsatruphai District, Bangkok 10100, Thailand

8. Job descriptions/Functions of office Clerk cum Accountant: Under the overall guidance of the Chairman, NEDAC and supervision of office head supervisor at Bangkok, the incumbent will perform the following (but not limited to) major functions :

- 8.1.** Provide clerical and secretariat support to the supervisor (e.g. receiving, screening and distributing incoming mail, arranging timely response/outgoing correspondences, receiving calls and visitors, arranging appointments and maintaining office filing system.
- 8.2.** Prepare and type correspondences for supervisor's signature, checking enclosures and address, assists in screening incoming and outgoing correspondence including email and typing of meeting reports, arrange printing and distribution of the reports.
- 8.3.** Assist organization of meetings, workshops/training and assist disbursement of DSA etc to the NEDAC meeting participants as required and maintain proper record/account.
- 8.4.** Prepare travel arrangements of NEDAC members and requests for security clearance, if required and assists in the preparation/finalization of other works concerning LOA(s), contract, Printing of NEDAC Report, making hotel arrangement for meeting/training of NEDAC officials at Bangkok.
- 8.5.** Operate work processing equipment with applications of software programmes MS word, Excel, Power point, Internet, Email as well as machines such as scanner, fax, photocopier and cell phone (mobile).
- 8.6.** Maintains Petty Cash record/Accounts of NEDAC fund including membership fee receive and payments made/expenditure incurred. Maintains record of NEDAC membership and payment of annual membership fee by each member. Also prepare Invoices for sending to members for payment of membership fee.
- 8.7.** Prepare payment vouchers/withdrawal slip of funds for payment to NEDAC staff cost each month and other cost if any for attending NEDAC meeting (G.A. and EXCOM). Also prepare payment documents for payment rent and cost of electricity, telephone, security etc.
- 8.8.** Maintain up to date record of NEDAC members, their address, telephone numbers etc and name of focal point in each organization.
- 8.9.** Maintain contacts with Coop Promotion Department (CPD) and Ministry of Foreign Affairs (Thailand) for registration of NEDAC as international Association/agency based at Bangkok, Thailand.
- 8.10.** Perform any other related duties as required.

9. Method of selection:

Applicants shall be short listed based on their eligibility. They may be called for Written Ability Test and Personal Interview at NEDAC office. No money shall be paid by NEDAC to a short listed applicant to attend Written Ability Test and Personal Interview at NEDAC office. It is made clear that the engagement as OFFICE CLERK CUM ACCOUNTANT is a full time job, purely contractual in nature. It will not confer any right on the selected candidates to claim regular appointment / continuance in service in NEDAC.



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10. Closing Date for applications:

Applicants are required to send filled application on email to secretariat@nedac.info as per format given at Annex. They will be required to produce original certificates before they are given offer of engagement. The last date for submitting application by email is **16.9.2019 at 17.00 Hours Bangkok Local Time.**

11. General Instructions:

- 11.1.** The applicants would be shortlisted on the basis of the information furnished by them in their application form. They are, therefore, advised to ensure that they fulfill all eligibility conditions before applying. If any candidate is found to have given false information or does not fulfill any of the eligibility conditions, the candidature of such applicant would be cancelled and no correspondence in this regard would be entertained.
- 11.2.** Calling an applicant for Written Ability Test and Personal Interview will NOT confer any right for selection.
- 11.3.** Candidates should scan his/her signatures and photograph having 5 cm height and 3.8 cm width (50 kb) in JPG format for sending the same by email along with application form.
- 11.4.** The candidate should fill up the required data in the application form.
- 11.5.** APPLICATIONS WHICH DO NOT COMPLY WITH THE INSTRUCTIONS SHALL BE SUMMARILY REJECTED
- 11.6.** The candidate should bear in mind while applying for contractual assignment that he/she will be required to work even at odd hours and on holidays, if so required.

W.I. Khan
Program Advisor, NEDAC
On behalf of Chairman, NEDAC
22 August 2019

6. Details of Work Experience:-

S. No.	Particulars of the Post	Period of Service			Roles and Responsibilities	Name and Address of the Employer
		From	To	Total Period		

7. If employed presently, furnish the following details:-

Basic Salary THB.

8. If appointed, time and notice required for joining the post:-

9. Name of two referees:-

S. No.	Name of Referee	Address of the Referee	Period for which the referee is known to the candidate
1.			
2.			

DECLARATION

I hereby declare that the entries made by me in the above columns are true to the best of my knowledge and belief.

Place:

Date:

(Signature of the Applicant)