

บรรณานุกรม

บรรณานุกรม

หนังสือภาษาไทย

เกศินี หงสนันต์. การบริหารงานบุคคลในประเทศไทย เอกสารการศึกษาศาชารัฐประ-
ชาสันตศาสตร์ คณะรัฐประศาสนศาสตร์ สถาบันบัณฑิตพัฒนบริหารศาสตร์, ๒๕๑๒.

ต่างประเทศ, กระทรวง. ข่าวสารนิเทศ ๘ พฤศจิกายน ๒๕๑๕.

มุสดี สัตยมานะ. การบริหารรัฐกิจ พิมพ์ครั้งที่ ๒ แก้ไขและเพิ่มเติม, พระนคร : โรง-
พิมพ์มงคลการพิมพ์, ๒๕๑๔.

พิธีการทูต, กรม. กระทรวงการต่างประเทศ, ประมวลความตกลงระหว่างรัฐบาลไทยกับ
ทบวงการค้ากับกัมพูชาแห่งสหประชาชาติ กรุงเทพมหานคร : โรงพิมพ์ท่าพระจันทร์,
๒๕๑๗.

กัญญา สาธร. การบริหารงานบุคคล กรุงเทพมหานคร : สำนักพิมพ์วัฒนาพานิช, ๒๕๑๗.

ศักดิ์ชัย บำรุงพงศ์. "คุณสมบัติของเจ้าหน้าที่ พลเรือนระหว่างประเทศ," สวาทธรรมย์
(๑๐ กุมภาพันธ์ ๒๕๕๗), ๓๕-๔๔.

เศรษฐกิจ, กรม. กระทรวงการต่างประเทศ. รายงานการประชุมของคณะผู้แทนไทยใน
การประชุมคณะกรรมการเศรษฐกิจและสังคมสำหรับเอเชียและแปซิฟิก (เอเอสแคป)
สมัยที่ ๓๐ ณ กรุงโคลัมโบ ระหว่างวันที่ ๒๗ มีนาคม ถึง ๒ เมษายน ๒๕๑๗.

..... รายงานการประชุมของคณะผู้แทนไทยในการประชุมคณะกรรมการเศรษฐกิจ
และสังคมสำหรับเอเชียและแปซิฟิก (เอเอสแคป) สมัยที่ ๓๒ ณ กรุงเทพมหานคร
ระหว่างวันที่ ๒๔ มีนาคม ถึง ๒ เมษายน ๒๕๑๘.

สมพงศ์ เกษมสิน. การบริหาร พระนคร : ไทยพัฒนาการพิมพ์, ๒๕๑๓.

..... การบริหารงานบุคคลแผนใหม่ กรุงเทพมหานคร : สำนักพิมพ์ไทยวัฒนาพานิช
จำกัด, ๒๕๑๖.

สำนักงานแถลงข่าวสหประชาชาติประจำประเทศไทย. กฎบัตรสหประชาชาติ พระนคร :

โรงพิมพ์ไทยแบบเรียน, ๒๕๑๔.

เสนาะ ตีเขี้ยว. การบริหารงานบุคคล พระนคร : โรงพิมพ์มหาวิทยาลัยธรรมศาสตร์,

๒๕๑๔.

องค์การระหว่างประเทศ, กรม. กระทรวงการต่างประเทศ, รายงานคณะผู้แทนไทยใน

การประชุมสมัชชาสหประชาชาติ สมัยที่ ๒๕-๒๘ มิถุนายน ๒๕๑๔.

_____ . สหประชาชาติ พระนคร : โรงพิมพ์บำรุงนุกุลกิจ, ๒๕๑๔.

วิทยานิพนธ์

ธีระ วัชรเสถียร. "บทบาทของคณะกรรมการสิทธิมนุษยชนแห่งเอเชียและตะวันออกไกล."

วิทยานิพนธ์ปริญญาโทบัณฑิต แผนกวิชาการต่างประเทศและการทูต บัณฑิตวิทยาลัย
จุฬาลงกรณ์มหาวิทยาลัย, ๒๕๑๒.

ไมตรี จุลกุลย์, "ประเทศไทยกับสหประชาชาติ" วิทยานิพนธ์ปริญญาโทบัณฑิต แผนกวิชา

การทูต มหาวิทยาลัยธรรมศาสตร์, ๒๕๐๘.

ภาษาอังกฤษ

- Bailey, Sydney D. The Secretariat of the United Nations, 2nd ed., London : Pall Mall Press, 1964.
- Beach, Dales S. Personnel : The Management of People at Work. New York : The Macmillan Company, 1970.
- Bentwich, Norman and Andrew Martin A Commentary on the Charter of the United Nations. 2nd ed., London : Knight and Foster, Ltd, 1951.
- Bowett, D.W. The Law of International Institutions. 3rd ed, London : Stevens and Sons, 1975.
- Briggs, Herbert W. The Law of Nations. 2nd ed., New York : Appleton-Century - Crofts, Inc., 1952.
- Coyle, David. The United Nations and How It Works. New York : Columbia University Press, 1961.
- Flippe, Edwin B. Principle of Personnel Management. New York : McGraw Hill Company, 1962.
- Goodrich, Leland M. The United Nations. London : Stevens and Sons Ltd., 1960.
- Hammaskjold, Dag. "The International Civil Servants in Law and in Fact," International Administration. edited by Robert S. Jordan. New York : Oxford University Press, 1971.
- Kasem Suwanakul. Nature and Concepts of Modern Public Personnel Administration. Bangkok : The Press of the Social Sciences Association of Thailand, 1962.
- Kingsbury, Joseph B. Personnel Administration for Thai Students Bangkok : Thammasart University Press, 1963.
- Nigro, Felix A. Modern Public Administration. New York : Harper and Row Publications, 1965.

New Zealand Ministry of Foreign Affairs. United Nations Handbook 1975.

Wellington : Wright and Corman Ltd., 1975.

_____. 1976 Supplement to the United Nations Handbook 1975.

Wellington : Wright and Corman Ltd., 1976.

Figors, Paul and Charles A Myers. Personnel Administration. Tokyo :

Tosho Printing Co., Ltd., 1961.

Stahl, O. Glenn Public Personnel Administration. 5th ed., New York:

Harper and Row, 1962.

The Europa Yearbook 1976, A World Survey, Vol 1 : International

Organization, London : Europa Publication Ltd., 1975.

The Europa Yearbook 1976, A World Survey, Vol 1 : International

Organization, London : Europa Publications Ltd., 1976.

Waters Maurice. The United Nations. New York : The Macmillan Company,

1976.

White, Leonard P. Introduction to the Study of Public Administration.

New York : The MacMillan Company, 1975.

เอกสารทางการของแอสแคปและสหประชาชาติ

ESCAP. Annual Report 8 March 1975 - 2 April 1976, Doc E/5786 E/CN.

11/1274, 1976.

_____. Circular Memorandum, Revision of General Service Salary Scales. No. 104/1976, 22 November 1976.

_____. Circular Memorandum, General Service Salary Scale. No. 105/1976, 13 December 1976.

_____. Interoffice Memorandum, United Nations Salary System. 13 January 1977.

_____. Statutes of the Staff Association of the Economic Commission for Asia and the Far East and the Association Offices, 1969.

Office of Public Information, United Nations, Rules and Procedure of the General Assembly. New York : United Nations Publications, 1974.

- _____. Everyman's United Nations, 1945-1963. New York : United Nations Publication, 1964.
- _____. Yearbook of the United Nations 1947-48.
- _____. Yearbook of the United Nations 1955.
- United Nations. Regulations and Rules of the United Nations Joint Staff Pension Fund Doc. JSPB/G. 4/Rev. 1, January 1971.
- _____. United Nations Your Pension Fund, Doc. JSPB/G. 7/RUB, 1971.
- _____. Supplement No.3 to January 1969, Circular of Vacancies in the United Nations, 31 October 1969.
- _____. Staff Rules and Regulations. Doc. St/SGB/Staff Rules/1/Rev. 3, 1976.
- United Nations General Assembly, Doc A/C. 5/31/L/2, 27 August 1976.
- _____. Personnel Questions. Doc. A/31/8, 21 August 1976.
- _____. 3rd Session, Annex Agenda item 40, Doc. A/652, 2 September 1948.
- _____. Personnel Questions. Doc. A/31/154, 19 August 1976.
- _____. Personnel Questions. Doc. A/10008/Add. 9, 18 November 1975.
- _____. Report of the International Civil Service Commission, 30rd Session, 1974.
- _____. Report of the International Civil Service Advisory Board, 29th Session, 1974.
- _____. Personnel Questions. Doc. A/10423, 6 December 1975.
- United Nations Information Service. ESCAP today. Background Note No. B/05/76, November 1976.

ภาคผนวก

ภาคผนวกที่ ๑

TERMS OF REFERENCE OF THE ECONOMIC AND SOCIAL COMMISSION FOR
ASIA AND THE PACIFIC

As adopted by the Economic and Social Council at its fourth session, amended by the Council at subsequent sessions, and revised in consequence of various General Assembly resolutions.

The Economic and Social Council,

Having considered General Assembly resolution 46(10) of 11 December 1946, in which the General Assembly "recommends that, in order to give effective aid to the countries devastated by war, the Economic and Social Council, at its next session, give prompt and favourable consideration to the establishment of ... an Economic Commission for Asia and the Far East", and

Having noted the report of the Working Group for Asia and the Far East of the Temporary Sub-Commission on Economic Reconstruction of Devastated Areas,

Establishes an Economic and Social Commission for Asia and the Pacific with terms of reference as follows:

1. The Economic and Social Commission for Asia and the Pacific, acting within the framework of the policies of the United Nations and subject to the general supervision of the Council, shall, provided that the Commission takes no action in respect of any country without the agreement of the Government of that country:

(a) Initiate and participate in measures for facilitating concerted action for the economic reconstruction and development of

of Asia and the Pacific, for raising the level of economic activity in Asia and the Pacific and for maintaining and strengthening the economic relations of these areas both among themselves and with other countries of the world;

(b) Make or sponsor such investigations and studies of economic and technological problems and developments within territories of Asia and the Pacific as the Commission deems appropriate;

(c) Undertake or sponsor the collection, evaluation and dissemination of such economic, technological and statistical information as the Commission deems appropriate;

(d) Perform such advisory services, within the available resources of its secretariat, as the countries of the region may desire, provided that such services do not overlap with those rendered by the specialized agencies or the United Nations Technical Assistance Administration;

(e) Assist the Economic and Social Council, at its request, in discharging its functions within the region in connexion with any economic problems, including problems in the field of technical assistance;

(f) In carrying out the above functions, deal, as appropriate, with the social aspects of economic development and the interrelationship of the economic and social factors.

2. The territories of Asia and the Pacific referred to in paragraph 1 shall include Afghanistan, Australia, Bangladesh, Bhutan, Brunei, Burma, Cambodia, China, the Cook Islands, Fiji, the Gilbert and Ellice Islands, Hong Kong, India, Indonesia, Iran, Japan, Korea, the Lao People's Democratic Republic, Malaysia, Mongolia, Nauru, Nepal, New Zealand, Pakistan, Papua New Guinea, the Philippines, Singapore, the Solomon Islands, Sri Lanka, Thailand, Tonga, the Trust Territory of the Pacific Islands, Viet-Nam and Western Samoa.

3. The members of the Commission shall consist of Afghanistan, Australia, Bangladesh, Bhutan, Burma, Cambodia, China, France, India, Indonesia, Iran, Japan, the Lao People's Democratic Republic, Malaysia, Maldives, Mongolia, Nauru, Nepal, the Netherlands, New Zealand, Pakistan, Papua New Guinea, the Philippines, the Republic of Korea, the Socialist Republic of Viet-Nam, Singapore, Sri Lanka, Thailand, Tonga, the Union of Soviet Socialist Republics, the United Kingdom of Great Britain and Northern Ireland, the United States of America and Western Samoa, provided that any State in the area which may hereafter become a Member of the United Nations shall be there-upon admitted as a member of the Commission.

4. The associate members shall include Brunei, the Cook Islands, Fiji, the Gilbert Islands, Hong Kong, the Solomon Islands, the Trust Territory of the Pacific Islands, Tuvalu.

5. Any territory, part or group of territories within the geographical scope of the Commission as defined in paragraph 2 may, on presentation of its application to the Commission by the member responsible for the international relations of such territory, part or group of territories, be admitted by the Commission as an associate member of the Commission. If it has become responsible for its own international relations, such territory, part or group of territories may be admitted as an associate member of the Commission on itself presenting its application to the Commission.

6. Representatives of associate members shall be entitled to participate without vote in all meetings of the Commission, whether sitting as Commission or as Committee of the Whole.

7. Representatives of associate members shall be eligible to be appointed as members of any committee, or other subordinate body, which may be set up by the Commission and shall be eligible to vote and hold office in such body.

8. The Commission is empowered to make recommendations on any matters within its competence directly to the Governments of members or associate members concerned, Governments admitted in consultative capacity, and the specialized agencies concerned. The Commission shall submit for the Council's prior consideration any of its proposals of activities that would have important effects on the economy of the world as a whole.

9. The Commission shall invite any Member of the United Nations not a member of the Commission to participate in a consultative capacity in its consideration of any matter of particular concern to that non-member.

10. The Commission shall invite representatives of specialized agencies and may invite representatives of any intergovernmental organizations to participate in a consultative capacity in its consideration of any matter of particular concern to that agency or organization following the practice of the Economic and Social Council.

11. The Commission shall make arrangements for consultation with non-governmental organizations which have been granted consultative status by the Economic and Social Council, in accordance with the principles approved by the Council for this purpose and contained in Council resolution 1296 (XLIV).

12. The Commission shall take measures to ensure that the necessary liaison is maintained with other organs of the United Nations and with the specialized agencies. The Commission shall establish appropriate liaison and co-operation with other regional economic commissions in accordance with the resolutions and directives of the Economic and Social Council and the General Assembly.

13. The Commission may, after discussion with any specialized agency functioning in the same general field, and with the approval

of the Council, establish such subsidiary bodies as it deems appropriate, for facilitating the carrying out of its responsibilities.

14. The Commission shall adopt its own rules of procedure, including the method of selecting its Chairman.

15. The Commission shall submit to the Council a full report on its activities and plans, including those of any subsidiary bodies, once a year.

16. The administrative budget of the Commission shall be financed from the funds of the United Nations.

17. The Secretary-General of the United Nations shall appoint the staff of the Commission, which shall form part of the Secretariat of the United Nations.

18. The headquarters of the Commission shall be located at Bangkok, Thailand.

19. The Council shall, from time to time, make special reviews of the work of the Commission.

ภาคผนวก ที่ ๒

SECRETARIAT OF THE UNITED NATIONS

Articles of the United Nations Charter relating to the Secretariat

Article 7

1. There are established as the principal organs of the United Nations: a General Assembly, a Security Council, an Economic and Social Council, a Trusteeship Council, an International Court of Justice, and a Secretariat.

Article 97

The Secretariat shall comprise a Secretary-General and such staff as the Organization may require. The Secretary-General shall be appointed by the General Assembly upon the recommendation of the Security Council. He shall be the chief administrative officer of the Organization.

Article 98

The Secretary-General shall act in that capacity in all meetings of the General Assembly, of the Security Council, of the Economic and Social Council, and of the Trusteeship Council, and shall perform such other functions as are entrusted to him by these organs. The Secretary-General shall make an annual report to the General Assembly on the work of the Organization.

Article 99

The Secretary-General may bring to the attention of the Security Council any matter which in his opinion may threaten the maintenance of international peace and security.

Article 100

1. In the performance of their duties the Secretary-General and the staff shall not seek or receive instructions from any government or from any other authority external to the Organization. They shall refrain from any action which might reflect on their position as international officials responsible only to the Organization.

2. Each Member of the United Nations undertakes to respect the exclusively international character of the responsibilities of the Secretary-General and the staff and not to seek to influence them in the discharge of their responsibilities.

Article 101

1. The staff shall be appointed by the Secretary-General under regulations established by the General Assembly.

2. Appropriate staffs shall be permanently assigned to the Economic and Social Council, the Trusteeship Council, and, as required, to other organs of the United Nations. These staffs shall form a part of the Secretariat.

3. The paramount consideration in the employment of the staff and in the determination of the conditions of service shall be the necessity of securing the highest standards of efficiency, competence, and integrity. Due regard shall be paid to the importance of recruiting the staff on as wide a geographical basis as possible.

Article 105

1. The Organization shall enjoy in the territory of each of its Members such privileges and immunities as are necessary for the fulfilment of its purposes.

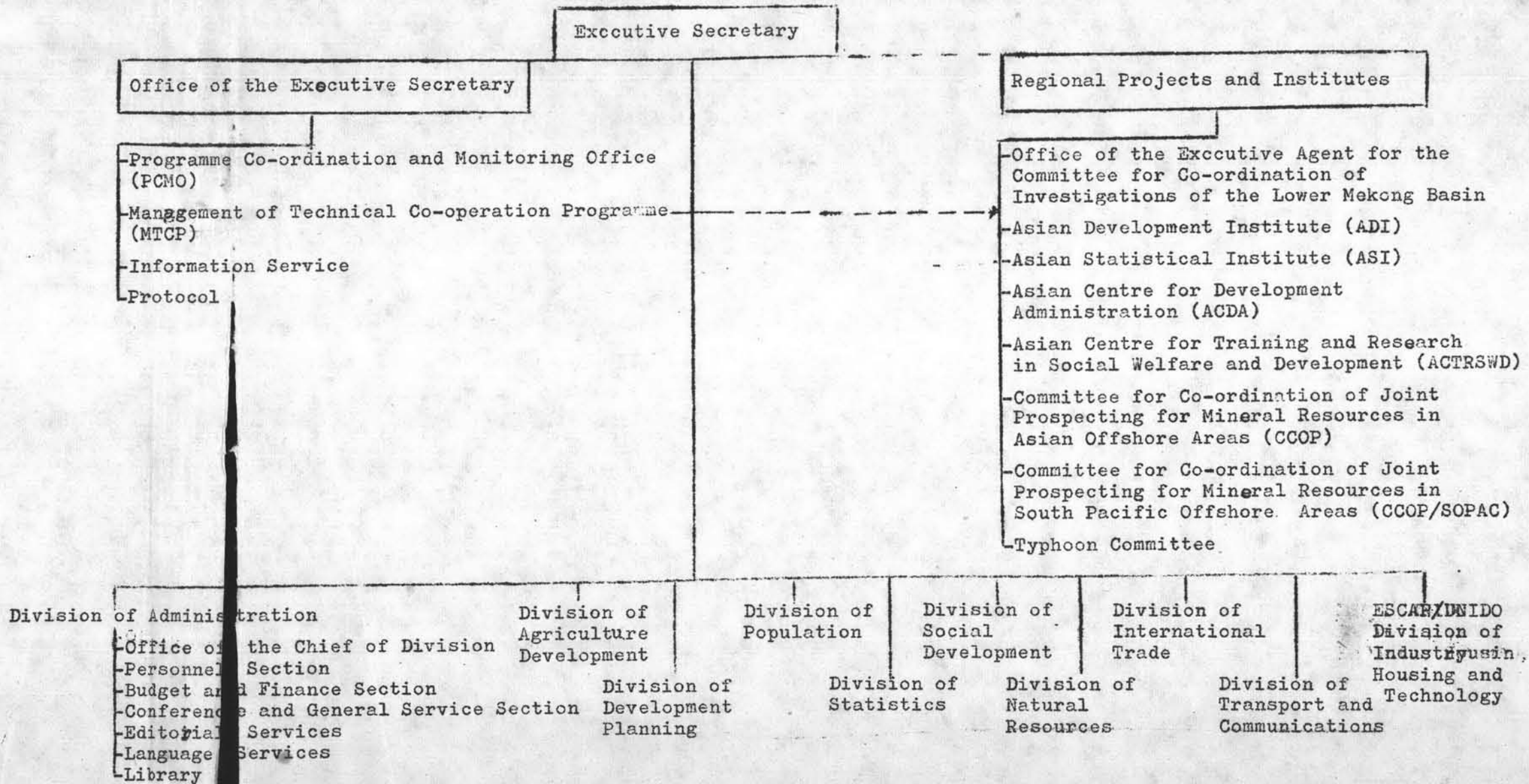
2. Representatives of the Members of the United Nations and officials of the Organization shall similarly enjoy such privileges and immunities as are necessary for the independent exercise of their functions in connection with the Organization.

3. The General Assembly may make recommendations with a view to determining the details of the application of paragraphs 1. and 2 of this Article or may propose conventions to the Members of the United Nations for this purpose.

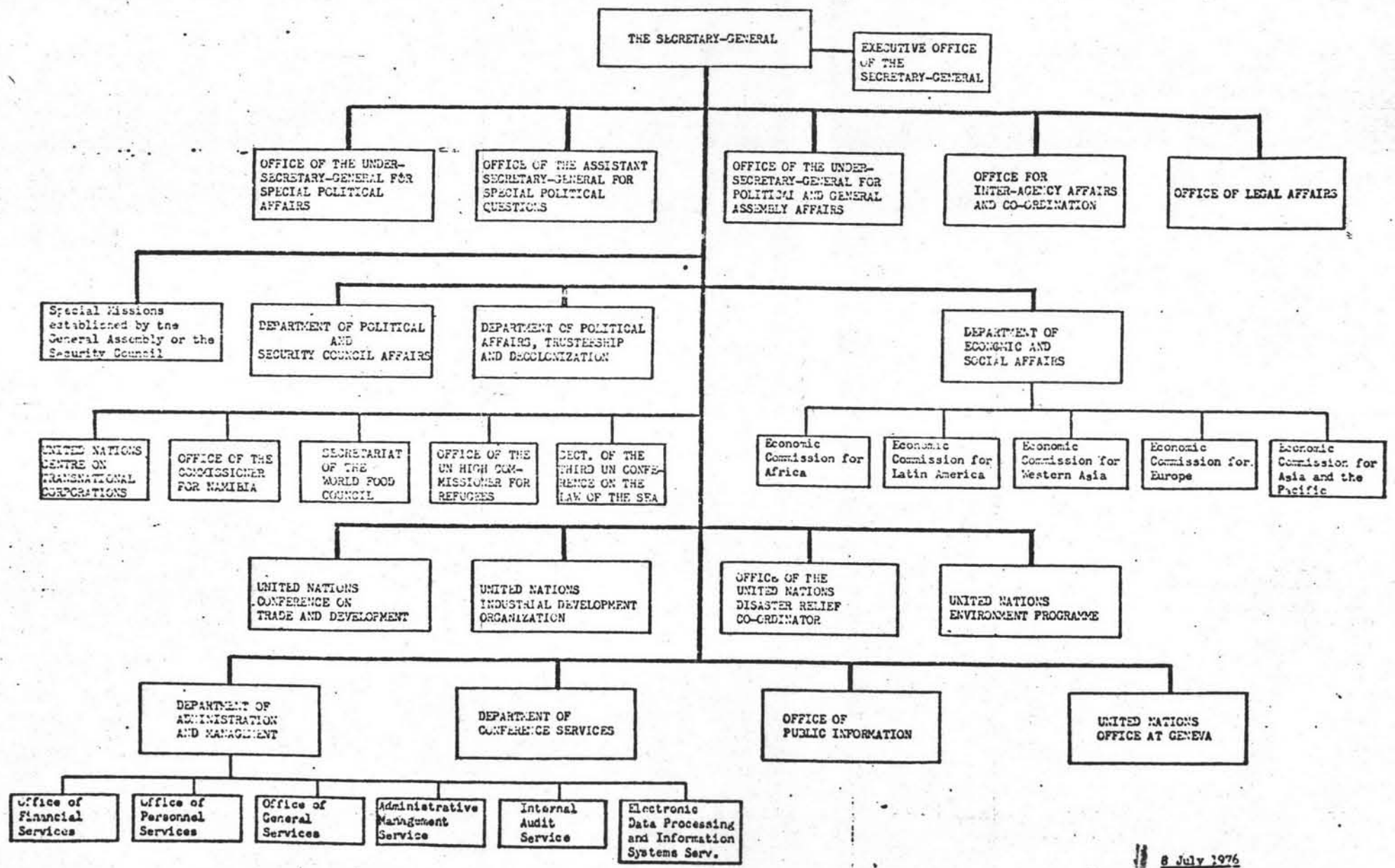
ภาคผนวกที่ ๓

แผนภูมิที่ ๑

Organization Chart of the ESCAP Secretariat

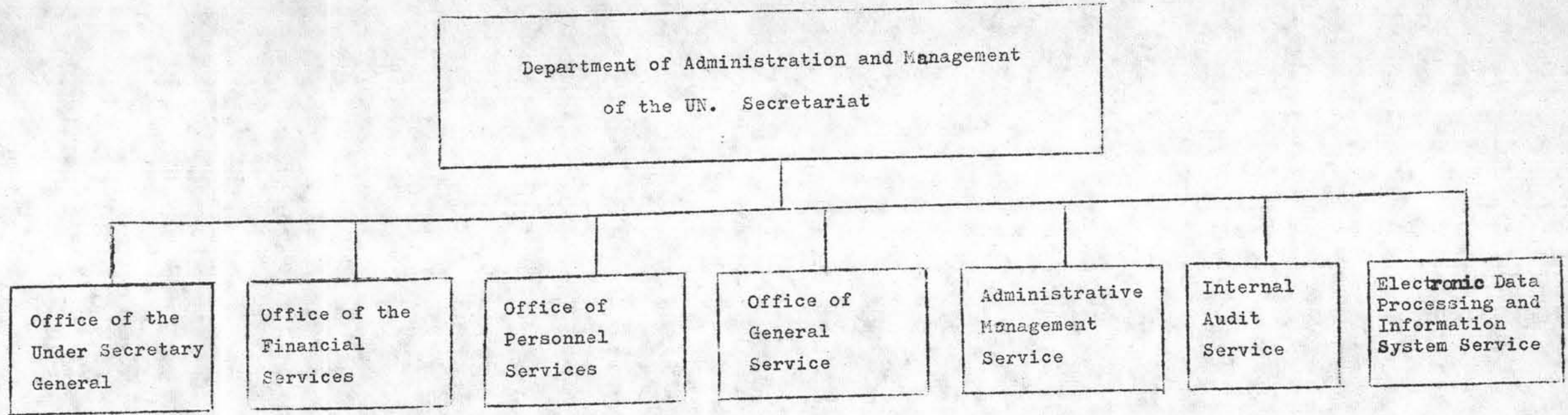


UNITED NATIONS SECRETARIAT



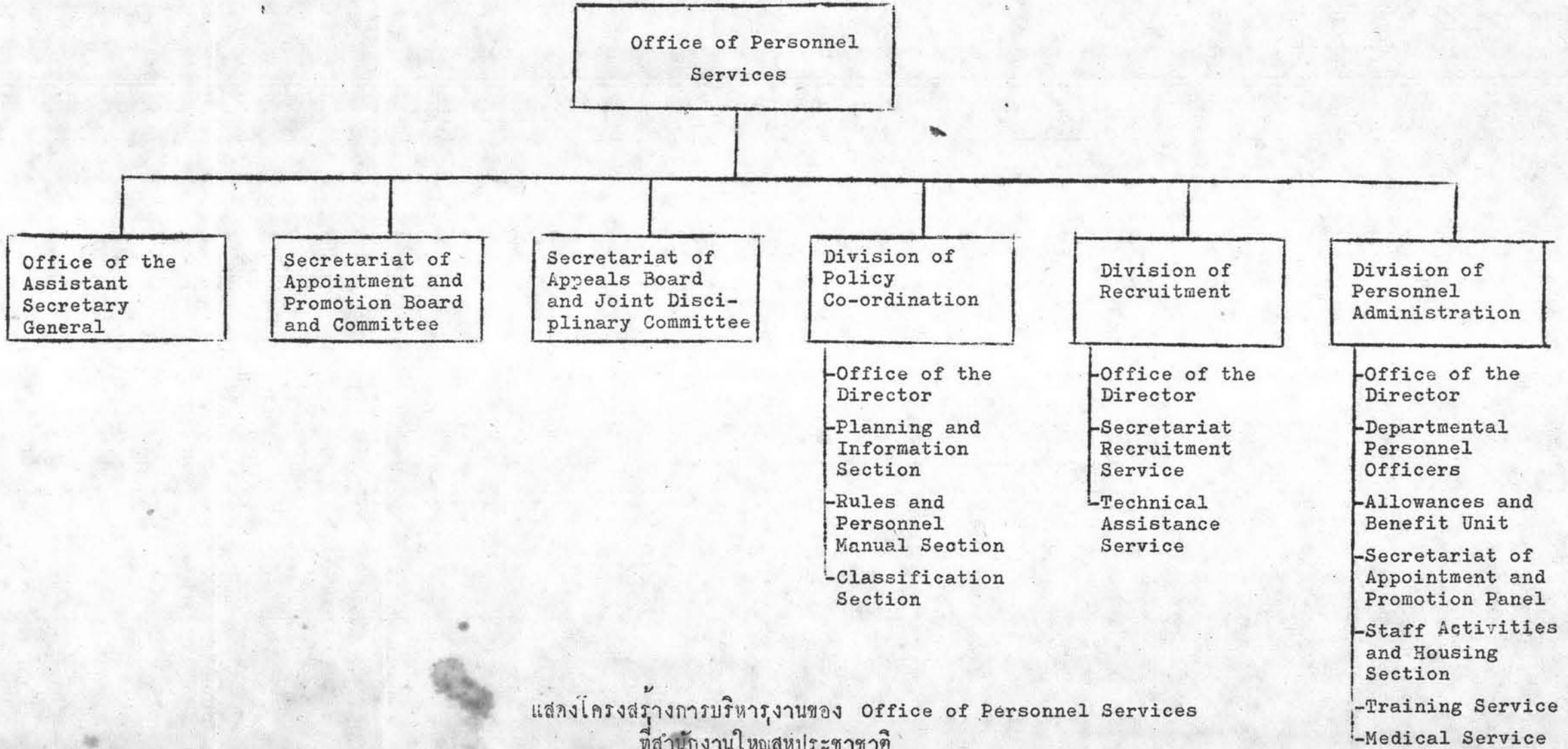
8 July 1976
 Working draft only - not for use in official references.

แผนภูมิ ที่ ๓



ภาพแสดงโครงสร้างการบริหารงาน
ของฝ่ายบริหารและการจัดการของสำนักเลขาธิการสหประชาชาติ

แผนภูมิ ๔



แสดงโครงสร้างการบริหารงานของ Office of Personnel Services
ที่สำนักงานใหญ่สหประชาชาติ

แสดงอัตราเงินเดือนของเจ้าหน้าที่ระดับ Professional ชั้น 1

Salary scales for Professional and higher categories showing annual gross and the net equivalent after application of staff assessment (in US dollars)

- Effective 1 January 1977 -

Level	S			T			E			P			S
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
P-1 Gross	14 300	14 900	15 510	16 120	16 750	17 380	18 020	18 640	19 260	19 860			
Net D	11 917	12 331	12 751.90	13 169.20	13 585	14 000.80	14 423.20	14 832.40	15 241.60	15 637.60			
Net S	11 215.20	11 601.60	11 994.44	12 382.60	12 763.75	13 144.90	13 532.10	13 907.20	14 282.30	14 645.30			
P-2 Gross	19 040	19 710	20 390	21 070	21 760	22 440	23 130	23 820	24 530	25 250	25 970		
Net D	15 096.40	15 538.60	15 975.70	16 404.10	16 838.80	17 267.20	17 701.90	18 136.60	18 568	19 000	19 432		
Net S	14 149.20	14 554.55	14 954.25	15 345.25	15 742	16 133	16 529.75	16 926.50	17 318.85	17 711.25	18 103.65		
P-3 Gross	23 910	24 760	25 620	26 460	27 300	28 170	29 060	29 940	30 760	31 580	32 400	33 230	34 080
Net D	18 193.30	18 706	19 222	19 726	20 230	20 746.90	21 254.20	21 755.80	22 223.20	22 690.60	23 158	23 624.20	24 083.20
Net S	16 978.25	17 444.20	17 912.90	18 370.70	18 828.50	19 297.55	19 755.90	20 209.10	20 631.40	21 053.70	21 476	21 896.55	22 308.80
P-4 Gross	29 940	30 910	31 880	32 860	33 860	34 860	35 850	36 840	37 880	38 930	39 980	40 980	
Net D	21 755.80	22 308.70	22 861.60	23 420.20	23 964.40	24 504.40	25 039	25 573.60	26 135.20	26 683.60	27 229.60	27 749.60	
Net S	20 209.10	20 708.65	21 208.20	21 712.90	22 202.10	22 687.10	23 167.25	23 647.40	24 151.80	24 642.45	25 130.70	25 595.70	
P-5 Gross	38 190	39 340	40 460	41 530	42 600	43 690	44 790	45 890	47 000	48 110			
Net D	26 298.80	26 896.80	27 479.20	28 035.60	28 592	29 145	29 695	30 245	30 800	31 355			
Net S	24 298.35	24 833.10	25 353.90	25 851.45	26 349	26 842.05	27 331.55	27 821.05	28 315	28 808.95			
D-1 Gross	43 890	45 320	46 760	48 190	49 650	51 070	52 450						
Net D	29 245	29 960	30 680	31 395	32 112	32 793.60	33 456						
Net S	26 931.05	27 567.40	28 208.20	28 844.55	29 481.25	30 084.75	30 671.25						
D-2 Gross	52 650	54 160	55 700	57 300									
Net D	33 552	34 276.80	35 002	35 738									
Net S	30 756.25	31 398	32 038.50	32 686.50									
ASG Gross	67 430												
Net D	40 269.20												
Net S	36 660.55												
USG Gross	76 030												
Net D	43 872												
Net S	39 800.65												

D = Salary rates applicable to staff members with a dependent spouse or child.
S = Salary rates applicable to staff members with no dependent spouse or child.

แสดงอัตราเงินเดือนของเจ้าหน้าที่ระดับ **General Service**

BANGKOK

General Service Category - Salaries and Allowances
 Showing Annual Gross and Net After Application of Staff Assessment
 /in bahts at 20.15 bahts to U.S.\$1.00/
 Effective 1 January 1976

Level	S T E P S												
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI*	XII*	XIII*
1	(Gross) 18,900	20,100	21,400	22,600	23,900	25,200	26,400	27,700	28,900	30,200	31,400	32,700	33,900
	(Net) 18,000	19,130	20,260	21,390	22,520	23,650	24,780	25,910	27,040	28,170	29,300	30,430	31,560
2	24,200	25,600	27,000	28,400	29,800	31,200	32,500	33,900	35,300	36,700	38,100	39,500	40,900
	22,800	24,050	25,300	26,550	27,800	29,050	30,300	31,550	32,800	34,050	35,300	36,550	37,800
3	30,200	31,900	33,500	35,200	36,900	38,500	40,200	42,000	43,700	45,500	47,300	49,000	50,800
	28,200	29,700	31,200	32,700	34,200	35,700	37,200	38,700	40,200	41,700	43,200	44,700	46,200
4	41,400	43,700	46,100	48,400	50,800	53,100	55,500	57,900	60,200	62,700	65,200	67,700	70,200
	38,200	40,200	42,200	44,200	46,200	48,200	50,200	52,200	54,200	56,200	58,200	60,200	62,200
5	49,400	52,200	55,000	57,900	60,700	63,700	66,700	69,700	72,700	75,700	78,700	81,800	85,000
	45,000	47,400	49,800	52,200	54,600	57,000	59,400	61,800	64,200	66,600	69,000	71,400	73,800
6	62,900	66,500	70,100	73,600	77,200	80,800	84,600	88,400	92,200	96,000	99,800	103,600	107,400
	56,400	59,250	62,100	64,950	67,800	70,650	73,500	76,350	79,200	82,050	84,900	87,750	90,600
7	80,400	85,400	90,400	95,300	100,300	105,200	110,200	115,200	120,100	125,100	130,000	135,000	140,000
	70,400	74,120	77,840	81,560	85,280	89,000	92,720	96,440	100,160	103,880	107,600	111,320	115,040
8	100,000	106,300	112,500	118,800	125,000	131,200	137,500	143,700	150,000	156,200	162,400	168,700	174,900
	85,100	89,780	94,460	99,140	103,820	108,500	113,180	117,860	122,540	127,220	131,900	136,580	141,260
9	125,900	133,300	140,800	148,200	155,600	163,000	170,500	177,900	185,300	192,700	200,200	208,000	216,000
	104,500	110,070	115,640	121,210	126,780	132,350	137,920	143,490	149,060	154,630	160,200	165,770	171,340

* The qualifying period for in-grade increases at step XI and above is three years.


Revision 13
 November 1976

/...

Pensionable Remuneration for Professional and Higher Categories
and, for Purposes of Separation Payments,
the Net Equivalents after application of Staff Assessment
Effective 1 January 1977
(in US dollars)

Level	S T E P S												
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
PR	15,025	15,638	16,250	16,863	17,475	18,088	18,700	19,313	19,925	20,538			
Net D	12,417.25	12,840.22	13,255	13,659.58	14,063.50	14,468.08	14,872	15,276.58	15,680.50	16,068.94			
Net S	11,682.10	12,076.87	12,461.25	12,832.12	13,202.38	13,573.24	13,943.50	14,314.37	14,684.63	15,039.35			
PR	19,688	20,375	21,063	21,750	22,438	23,125	23,813	24,500	25,188	25,875	26,563		
Net D	15,524.08	15,966.25	16,399.69	16,832.50	17,265.94	17,698.75	18,132.19	18,550	18,962.80	19,375	19,787.80		
Net S	14,541.24	14,945.63	15,341.23	15,736.25	16,131.85	16,526.88	16,922.48	17,302.50	17,677.46	18,051.88	18,426.84		
PR	24,588	25,400	26,213	27,025	27,838	28,650	29,463	30,275	31,088	31,900	32,713	33,525	34,338
Net D	18,602.80	19,090	19,577.80	20,065	20,552.80	21,020.50	21,483.91	21,946.75	22,410.16	22,873	23,336.41	23,783.50	24,222.52
Net S	17,350.46	17,793	18,236.09	18,678.63	19,121.71	19,544.75	19,963.45	20,381.63	20,800.32	21,218.50	21,637.20	22,039.63	22,433.93
PR	30,275	31,238	32,200	33,163	34,125	35,088	36,050	37,013	37,975	38,938	39,900	40,980	
Net D	21,946.75	22,495.66	23,044	23,588.02	24,107.50	24,627.52	25,147	25,667.02	26,186.50	26,687.76	27,229.60	27,749.60	
Net S	20,381.63	20,877.57	21,373	21,864.06	22,330.63	22,797.68	23,264.25	23,731.31	24,197.88	24,646.17	25,130.70	25,595.70	
PR	38,190	39,340	40,460	41,530	42,600	43,690	44,790	45,890	47,000	48,110			
Net D	26,298.80	26,896.80	27,479.20	28,035.60	28,592	29,145	29,695	30,245	30,800	31,355			
Net S	24,298.35	24,833.10	25,353.90	25,851.45	26,349	26,842.05	27,331.55	27,821.05	28,315	28,808.95			
PR	43,890	45,320	46,760	48,190	49,650	51,070	52,450						
Net D	29,245	29,960	30,680	31,395	32,112	32,793.60	33,456						
Net S	26,931.05	27,567.40	28,208.20	28,844.55	29,481.25	30,084.75	30,671.25						
PR	52,650	54,160	55,700	57,300									
Net D	33,552	34,276.80	35,002	35,738									
Net S	30,756.25	31,398	32,038.50	32,686.50									
PR	67,430												
Net D	40,269.20												
Net S	36,660.55												
PR	76,030												
Net D	43,872												
Net S	39,800.65												

แสดงอัตรา Pensionable Remuneration ของเจ้าหน้าที่
ระดับ Professional ขึ้นไป

<p>INSTRUCTIONS</p> <p>Please answer each question clearly and completely. Type or print in ink. Read carefully and follow all directions.</p>	 <p>UNITED NATIONS</p> <p>PERSONAL HISTORY</p>	<p><i>Do Not Write In This Space</i></p>																																																			
<p>1. Family name. First name: Middle name Maiden name, if any</p>																																																					
<p>2. Date of Birth: Day Mo. Yr.</p>		<p>3. Place of birth</p>		<p>4. Nationality (ies) at birth</p>		<p>5. Present nationality (ies)</p>		<p>6. Sex</p>																																													
<p>7. Height</p>		<p>8. Weight</p>		<p>9. Marital status: Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Widower/ <input type="checkbox"/> Divorced <input type="checkbox"/></p>																																																	
<p>10. Entry into United Nations service might require assignment and travel to any area of the world in which the United Nations might have responsibilities. Have you any disabilities which might limit your prospective field of work or your ability to engage in air travel? YES <input type="checkbox"/> NO <input type="checkbox"/> If "yes", please describe.</p>																																																					
<p>11. Permanent address</p> <p>Telephone No.</p>				<p>12. Present address (if different)</p> <p>Telephone No.</p>				<p>13. Office Telephone No.</p>																																													
<p>15. Have you any dependents? YES <input type="checkbox"/> NO <input type="checkbox"/> If the answer is "yes", give the following information:</p> <table border="1" style="width:100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width:20%;">NAME</th> <th style="width:15%;">Date of Birth</th> <th style="width:20%;">Relationship</th> <th style="width:20%;">NAME</th> <th style="width:15%;">Date of Birth</th> <th style="width:20%;">Relationship</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>										NAME	Date of Birth	Relationship	NAME	Date of Birth	Relationship																																						
NAME	Date of Birth	Relationship	NAME	Date of Birth	Relationship																																																
<p>16. Have you taken up legal permanent residence status in any country other than that of your nationality? YES <input type="checkbox"/> NO <input type="checkbox"/> If answer is "yes", which country?</p>																																																					
<p>17. Have you taken any legal steps towards changing your present nationality? YES <input type="checkbox"/> NO <input type="checkbox"/> If answer is "yes", explain fully:</p>																																																					
<p>18. Are any of your relatives employed by a public international organization? YES <input type="checkbox"/> NO <input type="checkbox"/> If answer is "yes", give the following information:</p> <table border="1" style="width:100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width:30%;">NAME</th> <th style="width:20%;">Relationship</th> <th style="width:50%;">Name of International Organization</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>										NAME	Relationship	Name of International Organization																																									
NAME	Relationship	Name of International Organization																																																			
<p>19. What is your preferred field of work?</p>																																																					
<p>20. Would you accept employment for less than six months? YES <input type="checkbox"/> NO <input type="checkbox"/></p>					<p>21. Have you previously submitted an application for employment with U.N.? If so, when?</p>																																																
<p>22. KNOWLEDGE OF LANGUAGES. What is your mother tongue?</p> <table border="1" style="width:100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th rowspan="2" style="width:20%;">OTHER LANGUAGES</th> <th colspan="2" style="width:15%;">READ</th> <th colspan="2" style="width:15%;">WRITE</th> <th colspan="2" style="width:15%;">SPEAK</th> <th colspan="2" style="width:15%;">UNDERSTAND</th> </tr> <tr> <th style="width:5%;">Easily</th> <th style="width:10%;">Not Easily</th> <th style="width:5%;">Easily</th> <th style="width:10%;">Not Easily</th> <th style="width:5%;">Fluently</th> <th style="width:10%;">Not Fluently</th> <th style="width:5%;">Easily</th> <th style="width:10%;">Not Easily</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>										OTHER LANGUAGES	READ		WRITE		SPEAK		UNDERSTAND		Easily	Not Easily	Easily	Not Easily	Fluently	Not Fluently	Easily	Not Easily																											
OTHER LANGUAGES	READ		WRITE		SPEAK		UNDERSTAND																																														
	Easily	Not Easily	Easily	Not Easily	Fluently	Not Fluently	Easily	Not Easily																																													
<p>23. For clerical grades only</p> <p>Indicate speed in words per minute</p>					<p>List any office machines or equipment you can use</p>																																																
<p>Typing</p>		<p>Shorthand</p>		<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:20%;">English</th> <th style="width:20%;">French</th> <th style="width:60%;">Other languages</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>		English	French	Other languages							<table border="1" style="width:100%; border-collapse: collapse;"> <tbody> <tr><td> </td></tr> <tr><td> </td></tr> </tbody> </table>																																						
English	French	Other languages																																																			

B. PREVIOUS POSTS (IN REVERSE ORDER)

FROM MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:
		STARTING	FINAL	

NAME OF EMPLOYER:		TYPE OF BUSINESS:		
ADDRESS OF EMPLOYER:		NAME OF SUPERVISOR:		
		NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING:	

DESCRIPTION OF YOUR DUTIES

FROM MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:
		STARTING	FINAL	

NAME OF EMPLOYER:		TYPE OF BUSINESS:		
ADDRESS OF EMPLOYER:		NAME OF SUPERVISOR:		
		NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING:	

DESCRIPTION OF YOUR DUTIES

FROM MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:
		STARTING	FINAL	

NAME OF EMPLOYER:		TYPE OF BUSINESS:		
ADDRESS OF EMPLOYER:		NAME OF SUPERVISOR:		
		NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING:	

DESCRIPTION OF YOUR DUTIES

FROM MONTH/YEAR	TO MONTH/YEAR	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:
		STARTING	FINAL	

NAME OF EMPLOYER:		TYPE OF BUSINESS:		
ADDRESS OF EMPLOYER:		NAME OF SUPERVISOR:		
		NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING:	

DESCRIPTION OF YOUR DUTIES

28. HAVE YOU ANY OBJECTIONS TO OUR MAKING INQUIRIES OF YOUR PRESENT EMPLOYER? YES NO

29. ARE YOU NOW, OR HAVE YOU EVER BEEN, A PERMANENT CIVIL SERVANT IN YOUR GOVERNMENT'S EMPLOY? YES NO
If answer is "yes", WHEN?

30. REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.
Do not repeat names of supervisors listed under Item 27

FULL NAME	FULL ADDRESS	BUSINESS OR OCCUPATION

31. STATE ANY OTHER RELEVANT FACTS. INCLUDE INFORMATION REGARDING ANY RESIDENCE OUTSIDE THE COUNTRY OF YOUR NATIONALITY.

32. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR SUMMONED INTO COURT AS A DEFENDANT IN A CRIMINAL PROCEEDING, OR CONVICTED, FINED OR IMPRISONED FOR THE VIOLATION OF ANY LAW (excluding minor traffic violations)? YES NO

If "yes", give full particulars of each case in an attached statement.

33. I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization renders a staff member of the United Nations liable to termination or dismissal.

DATE: _____ SIGNATURE: _____

N.B. You will be requested to supply documentary evidence which supports the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so by the Organization and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of the Organization.

REPORT ON SHORT-TERM STAFF

Confidential

Supervisors of staff employed on a short-term appointment are requested to complete the following form in order to assist the Office of Personnel in considering applications for re-employment.

NAME: (Last) (First) (Department) (Division) (Section)

FUNCTIONAL TITLE: DATE of ENTRY on DUTY:

CATEGORY and LEVEL: PERIOD of SUPERVISION:

DUTIES and ASSIGNMENT:

Ratings on Specific Items: For each of the following items, give the staff member a rating on a 5-point scale, with 5 representing the highest possible rating and 1 the lowest possible rating.

- 1. TECHNICAL and PROFESSIONAL COMPETENCE
2. QUALITY of WORK
3. QUANTITY of WORK
4. PUNCTUALITY in ATTENDANCE
5. INITIATIVE
6. RESPONSIBILITY
7. PERSONAL RELATIONS with OTHERS

Overall Rating: How proficient is this staff member in general? (CHECK ONE)

Outstanding Above Average Good Below Average Inadequate

A. Is the staff member suited for work of a supervisory nature?

B. Is the staff member more suited for some other type of work than that in which he is employed? If so, state the nature of work suited to his ability and temperament.

C. Other comments.

D. Would you consider the staff member for re-employment? (CHECK ONE)

Yes, at a higher level Yes, at the same level Yes, but only at a lower level No, not at all

Attendance: Number of days absent from office:

Date: Signature of Supervisor:

Date: Signature of Chief of Division:

COMMENTS OF THE OFFICE OF PERSONNEL:

Date: Signature:



PERFORMANCE EVALUATION REPORT

Before filling out the report, please read the attached guidelines (P.91/A) and refer to Administrative Instruction ST/AI/240

SECTION I - To be completed by the Executive Officer

NAME (Last, first, middle)		ENTRY DATE OF UN SERVICE	TYPE OF APPOINTMENT
FUNCTIONAL TITLE			IN THIS FUNCTION SINCE
DEPARTMENT OR OFFICE/ BUREAU OR DIVISION/SECTION/UNIT			
CATEGORY AND LEVEL	AT THIS LEVEL SINCE	PERIOD COVERED BY THIS REPORT	

SECTION II

PART A - To be completed by the staff member

1. Describe the main assignments you have accomplished during the reporting period:

2. Indicate any training undertaken during the reporting period, including type and duration:

PART B - To be completed by the first reporting officer

1. If you deem it appropriate, give your comments or clarification on the staff member's statements in part A above:

2. ST/AI/240, para. 11, requires that you have a discussion with the staff member before completing section III. Please indicate the date on which such discussion took place:

SECTION III - To be completed by the first reporting officer

In rating the staff member's performance below, please bear in mind the staff member's level of duties and responsibilities so as not to judge him/her by inappropriate standards or by personality traits unrelated to his/her work. Item 10 is to be rated only for staff members whose duties involve supervisory responsibility and items 11-13 only for staff members in the professional category and principal officers. For items which are of no special importance to the staff member's functions or on which the reporting officer has insufficient evidence to make an assessment, enter "Not applicable" and explain the reason under "Comments". For all items applicable to the staff member, every rating should be supplemented by a statement under "Comments", giving explanation or examples illustrative of the rating. A report will not be considered complete unless such comments are given in respect of each of the rated items.

RATINGS: **A:** Outstanding; **B:** Very good; **C:** Adequate; **D:** Somewhat below standard; **E:** Poor; **NA:** Not applicable.
ENTER IN THE COLUMN BELOW THE RATING WHICH MOST NEARLY DESCRIBES THE STAFF MEMBER'S PERFORMANCE.

	RATING	COMMENTS
1. Professional/technical competence (knowledge, skills and experience the staff member possesses in his/her field of work; ability to stay abreast of latest developments).		
2. Quality of work accomplished. (Where accuracy and precision of work produced are particularly relevant, please elaborate on these aspects in the comments).		
3. Quantity of work accomplished.		
4. Speed of work (ability to meet schedules and deadlines when required).		
5. Initiative (demonstrated aptitude to produce new ideas and/or bring about constructive innovation).		
6. Ability to work independently or with minimal supervision.		
7. Work relationships (effectiveness in working harmoniously with other staff members or persons outside the Organization in official contacts).		
8. Punctuality as regards working hours.		

	RATING		COMMENTS
	Written	Oral	
9. Written and oral expression in working language(s) (ability to communicate in a clear, concise and effective manner). If the staff member works in more than one language, rate each separately by entering the rating followed by the initial of each language in parentheses.			
0. Effectiveness in supervision (ability to motivate, maintain and direct a productive work unit). Indicate below the number and level of staff under his/her supervision:			
1. Planning and organization of work (effectiveness of plans, programmes and objectives developed; skillful use of time and resources to achieve a maximum efficiency).			
2. Skill in producing a solution (ability to identify problems, power of analysis and soundness of recommendations and decisions).			
3. Ability to negotiate and persuade.			

- 4. Comment on the staff member's attitude to the United Nations.
- 5. Indicate any assignment(s) which the staff member performed in a particularly effective way.
- 6. If you feel there are any points which have not been adequately covered and which would add significantly to the evaluation of the staff member, comment here.

Signature: _____

Date: _____
Name and Title: _____

SECTION IV - To be completed by the second reporting officer

A. Before completing this section, please discuss the staff member's performance with the first reporting officer and, if you deem it necessary, with the staff member. Ascertain the extent to which the first reporting officer and the staff member have had job-related consultations during the reporting period. On the basis of your knowledge of the work situation and the discussions, comment below on the adequacy of counselling and guidance given to the staff member. If discussion with the first reporting officer cannot be held, please give an explanation instead of the comments.

B. Keeping in mind the requirements of the post, please check one of the following statements describing the staff member's performance.

- 1. AN OUTSTANDING PERFORMANCE
- 2. A VERY GOOD PERFORMANCE
- 3. AN ADEQUATE PERFORMANCE
- 4. A PERFORMANCE THAT DOES NOT FULLY MEET STANDARDS
- 5. A POOR PERFORMANCE

Should you have checked statement 1 or 5 above, please elaborate.

C. If you differ from what the first reporting officer has said in section III, give your comments.

Signature: _____

Date: _____ Name and Title: _____

SECTION V

This section is to be completed by the head of the department or office or a director designated by him/her. (The making of comments under (ii) is optional).

(i) I take note of this report. (Place a check mark here)

(ii) My comments are as follows:

Signature: _____

Date: _____ Name and Title: _____

After the sections above have been completed, the staff member must sign the original of the report and be given a copy thereof. The signature merely acknowledges that the staff member has read the report and received a copy; it does not necessarily indicate agreement with the evaluations contained in this report.

I have read this report and received a copy thereof. I understand that I may, if I wish, submit a written statement of explanation or rebuttal within one month of receipt of this report in accordance with administrative instruction ST/AI/240.

Date: _____ Signature of staff member: _____



๒๘๘

ภาคผนวกที่ ๔

แสดงตัวอย่างข้อกำหนดคุณลักษณะของงาน (JOB DESCRIPTION)

Post Title : Protocol and Administrative Officer
Duty Station: Bangkok, Thailand
Category & Level: Professional - Second Officer (P-3)
Organizational Location: Economic Commission for Asia and the Far East
Office of the Executive Secretary
Duties: Attend to protocol matters in general and act as liaison officer between ECAFE and the Government of Thailand

Arrange interviews with Government officials for the Executive Secretary and other senior officers

Advise on the interpretation of local laws and customs and render legal assistance to staff members when called upon to do so.

Assist in matters relating to the welfare of the staff, especially those in the General Service category.

Assist the Chief of the Division of Administration in matters relating to Privileges and Immunities

Perform ad hoc assignments as required by the Executive Secretary and the Chief of the Division of Administration.

Desirable
Qualifications: University degree, preferably in Law. Many years of experience in a Government Foreign Service, especially work pertaining to Protocol, and capable of assuming the functions of an Administrative Officer with minimum guidance.

สำหรับตำแหน่งนี้ สำนักเลขาธิการ เอสแคปให้กระทรวงการต่างประเทศสรรหาคนเข้ามาทำงานในเอสแคปให้ เนื่องจากเป็นตำแหน่งที่ต้องติดต่อกับหน่วยราชการของไทยตลอดเวลา เท่าที่ผ่านมากกระทรวงการต่างประเทศจะส่งเจ้าหน้าที่ชั้นหัวหน้ากองของกระทรวงฯ ไปทำงานในตำแหน่งนี้ที่เอสแคป โดยถือว่าเอสแคปยืมตัวไปทำงาน อายุราชการของเจ้าหน้าที่ผู้นี้ก็ยังอยู่ต่อเนื่องไม่ขาดตอน แต่รับเงินเดือนที่เอสแคปเท่านั้น

Economic Affairs Officer (Second Officer Level P-3), International Trade Division, ECAFE, Bangkok

Duties:

Under the direction of the Chief of Division, to:

- (a) prepare reports and studies analysing the developments in and problems of international trade in Asian countries;
- (b) undertake other economic studies as may be required;
- (c) collect and disseminate commercial information;
- (d) assist in servicing meetings of the ECAFE Committee on Trade and its subsidiary bodies (e.g. Intra-regional Trade Promotion Talks, Working Party on Customs Administration, etc.).

Qualifications:

Advanced university degree in economics or commerce. Good background in economics, preferably with experience in research work, Should be able to collect, analyse and assess data and prepare reports. Several years' experience in a pertinent government department or international organization.

Fluency in English and ability to write reports in English; working knowledge of French and other official languages desirable.

Social Affairs Officer (First Officer Level P-4), Social Development
Division, ECAFE, Bangkok

- Duties: Under the direction and supervision of the Chief of Division, to:
- (a) assist in the preparation of studies and reports on the contribution of community development and other self-help measures to economic and social development;
 - (b) promote regional co-operation in community development through the organization of conferences, seminars, study tours and training courses, expert working groups and other meetings and the exchange of technical documentation and audio-visual aids;
 - (c) attend on behalf of ECAFE and the Headquarters Social Development Division national and international conferences, seminars, etc. on community development and closely related fields;
 - (d) explore the need for technical assistance experts in community development in the countries of the region and assist, as required, such experts in their tasks;
 - (e) render advisory services in the field of community development to the countries of the region at the request of governments;
 - (f) collaborate at the national and regional levels with the interested specialized agencies of the United Nations, UNICEF, and national and international non-governmental organizations on policies and programmes in community development and related fields.

Qualifications: Advanced university degree in economics, sociology or public administration, preferably with considerable field experience in community development.

Fluency in English; knowledge of French desirable.

ประวัติผู้เขียน

นายชัยยงค์ สัจจิพานนท์ สำเร็จการศึกษารัฐศาสตร์บัณฑิต (เกียรตินิยมอันดับสอง) แผนกวิชาการปกครอง จากคณะรัฐศาสตร์ จุฬาลงกรณ์มหาวิทยาลัย เมื่อปีการศึกษา ๒๕๑๓ และ เข้าศึกษาแผนกวิชาการปกครอง บัณฑิตวิทยาลัย จุฬาลงกรณ์มหาวิทยาลัย ในปีการศึกษา ๒๕๑๔ เริ่มรับราชการในตำแหน่งเจ้าหน้าที่การทูต ๓ กรมองค์การระหว่างประเทศ กระทรวงการต่างประเทศในปี พ.ศ. ๒๕๑๔ และได้รับแต่งตั้งให้เป็นเจ้าหน้าที่ประสานงานแห่งประเทศไทยประจำคณะกรรมการเศรษฐกิจและสังคมสำหรับเอเชียและแปซิฟิก (เอเอสแคป) ตั้งแต่เดือนมิถุนายน ๒๕๑๔ มาจนถึงปัจจุบัน.

