Royal Thai Embassy's Announcement

No. 29 /2558

Job Opening at Royal Thai Embassy, Washington D.C.

Position: Driver

The Royal Thai Embassy in Washington D.C. is seeking applications from qualified individuals for the Driver position. Applicants are required to meet the qualifications and requirements below.

1. Position/Salary
   Driver
   Salary 2,285.00 US Dollars/ month

2. Job Descriptions
   - Driving under the scope of Embassy's missions
   - Delivering documents and/or other items as instructed
   - Maintaining the cleanliness and operational standards of the embassy's vehicle
   - Performing other job-related duties as assigned

3. Qualifications
   - Average communication skills both in Thai and English
   - Meet one of the following requirements to stay and work in the U.S.;
     - Have Work Permit
     - Have Student (F-1) Visa with Optical Practical Training (OPT) work authorization
     - U.S. Permanent Resident (Green Card)
     - U.S. Citizenship
   - Be in good health
   - Have a positive attitude toward organization and others
   - Work well with others and committed to hard work
4. How to apply

- Application Deadline: 20 January 2016

Apply in person or by mail at:

Royal Thai Embassy, Washington D.C.
1024 Wisconsin Ave, N.W.
Suite 401, Washington DC 20007
Tel. (202)944-3600
Fax. (202)944-3611 (Office Hours: 9 am – 12:30 pm and 2 pm – 5 pm)
Or Email: embassy_job@thaiembdc.org

5. Required Documents

- A completed Application Form
- A Photo (1 x 1 inch taken within the last 6 months)
- A resume
- A Copy of ID (Passport, Green Card or other official documents)
- A Copy of Driver’s License
- An Employment Verification Letter

6. Selection Process

Interview and Driving Test

7. Announcement Date for Interview and Driving Test

21 January 2016

8. Interview and Driving Test

25 January 2016, 01.30 – 04.30 pm.
Time / Place / Date
at The Royal Thai Embassy, Washington D.C.

9. Announcement for Final Candidates

Website: www.thaiembdc.org

A selected applicant must submit a Criminal Record within 30 days of final review.

Announcement made on 18 December 2015

(Signed) Pisan Manawapat
(Pisan Manawapat)
Ambassador