

(Unofficial Translation)



*Royal Thai Embassy
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Tel. (202) 944-3600 Fax. (202) 944-3611*

Royal Thai Embassy's Announcement

No. 5 /2566

**Position Opening
Clerk (1 position)**

The Royal Thai Embassy in Washington, D.C. is seeking applications from qualified individuals for the following opening position:

1. Position/Salary

Position	Clerk
Salary	3,199.00 U.S. dollars/month

2. Job Description

- 2.1 Contact and coordinate with relevant U.S. and Thai government agencies, private sector, academia, and the civil society.
- 2.2 Draft notes, official documents, memorandums, diplomatic cables, e-mails according to assigned duties and frameworks.
- 2.3 Administer clerical work and other assigned duties.

3. Qualifications

- 3.1 Eligibility: U.S. Citizenship or U.S. Permanent Resident (Green Card)
- 3.2 Bachelor's degree or higher
- 3.3 Very good verbal and written communication skills in Thai and English.
- 3.4 Computer literacy and the ability to use basic programs; Microsoft Office, Excel and other internet related softwares
- 3.5 Have good interpersonal skills, a service mind, and positive attitude.

4. Application Process

- 4.1 Please submit an application and all related documents through email at embassy_job@thaiembdc.org. Deadline is 13 February, 2023 at 17.00 hrs. (Eastern Time).
- 4.2 For further inquiries or questions, please call 202-944-3600 extension 818 (Mrs. Nuttaporn Zimmerman).

5. Required Documents

- 5.1 Application Form (as attached) with 1x1 inch photo (must be taken no more than six months)
- 5.2 Resumé
- 5.3 Copy of U.S. Passport or Green Card
- 5.4 Copy of Education Records
- 5.5 Copy of Employment Verification Letters /Work Training Certificates
(optional)
- 5.6 Other documents deemed relevant[^]

6. Selection Process

The written examination will be conducted to assess the candidates' language proficiency in both Thai and English as well as general administrative abilities. (***Please bring your own laptop***). This will be followed by an individual interview.

7. Application and Selection Period (Eastern Standard Time)

- | | |
|------------------------|--|
| Now – 13 February 2023 | - Application Submission |
| 15 February 2023 | - Announcement regarding Qualified Applicants |
| 20 February 2023 | - Written Examination and Interview |
| 24 February 2023 | - Announcement regarding Successful and Reserve Candidates |

****Candidates who cannot attend the written exam and the interview at the Royal Thai Embassy please indicate with explanation in the application****

Qualified applicants, successful and reserve candidates will be announced on the Embassy's website www.thaiembdc.org. If it is found that qualified applicants and successful candidates or reserve candidates do not possess all the qualifications set in this announcement, the applicant/candidate will be disqualified. The successful candidate is required to submit a report of criminal records search from his/her state of residence to the Embassy within 30 days from the employment's commencement date.

Announcement made on 26 January 2023

(Signed)
(Waramon Waruttama)
Minister-Counsellor/Head of Chancery

Application Form

(Please complete this form and submit with required documents by Monday, February 13, 2023)

I. Personal Information

First Name Last Name

Nickname

Date of birth (DD/MM/YY)/...../..... Age

Gender Male Female

Thai ID Card Number / Passport

Expiration Date/...../.....

Nationality Thai Others (please specify)

Citizenship Thai Others (please specify)

Current Address Street Address

Apt./Suite City State ZIP Code

Home Phone Mobile Phone

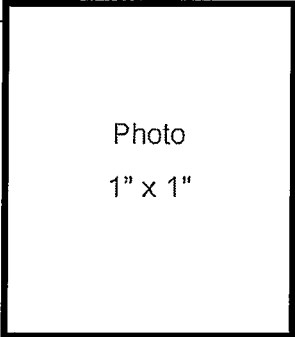
Fax E-mail

Highest Degree Earned – Area of Study – Major – Minor

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Marital Status Single Married Divorced



II. Education

High School

Name of School State

Start Date End Date Grade Point Average

Bachelor's Degree

Name of University/College State

Start Date End Date Grade Point Average

Other Education/Training

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III. Special Skills/Abilities (Please mark the correct statement with ✓ or fill in the blanks)

Computer Skills

- Microsoft Word Level Proficient Advanced Intermediate Basic
- Microsoft Excel Level Proficient Advanced Intermediate Basic
- PowerPoint Level Proficient Advanced Intermediate Basic
- Adobe Acrobat Level Proficient Advanced Intermediate Basic

APPLICATION P1
NAME

Others (please specify)

..... Level Proficient Advanced Intermediate Basic

..... Level Proficient Advanced Intermediate Basic

Language

English

Conversation Level Proficient Advanced Intermediate Basic

Reading Level Proficient Advanced Intermediate Basic

Writing Level Proficient Advanced Intermediate Basic

Thai

Conversation Level Proficient Advanced Intermediate Basic

Reading Level Proficient Advanced Intermediate Basic

Writing Level Proficient Advanced Intermediate Basic

Other Language (please specify)

Conversation Level Proficient Advanced Intermediate Basic

Reading Level Proficient Advanced Intermediate Basic

Writing Level Proficient Advanced Intermediate Basic

Other Special Skills/Abilities/Honors

.....
.....

IV. Work Experience

Work Experience Yes No **Number of Year of Work Experience**

Current Employer/Past Employer:

1. Name of Employer **Position/Duty**

Address of Employer

Reference Contact **Tel./E-mail**

2. Name of Employer **Position/Duty**

Address of Employer

Reference Contact **Tel./E-mail**

V. Others

Please describe 3 of your outstanding attributes.

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.....
.....

APPLICATION P2
NAME

Please explain reasons/motivation in applying and how you would be suitable for the position.

.....
.....
.....
.....
.....
.....

Emergency Contact

Name Last Name

Address

Mobile Phone E-mail:

Relation to the applicant

How did you hear about this position?

Written examination and interview on 20 February 2023

I can attend in person at the Royal Thai Embassy (1024 Wisconsin Ave, N.W., Suite 401 Washington, D.C. 20007)

I am unable to attend in-person at the Royal Thai Embassy because.....
.....

I have the qualifications as required by the Embassy

I hereby certify that the information on this application form is true and correct.

Signature

Print Name (.....)

Applicant

Date/...../.....

APPLICATION P3
NAME