

**AEFM 2012/8**

**CLO Coordinator (Chiang Mai)**

**OPEN TO:** U.S. Citizen Eligible Family Members (AEFMs)

**POSITION:** Community Liaison Officer (CLO) - Coordinator

**OPENING DATE:** April 5, 2012

**CLOSING DATE:** April 26, 2012

**WORK HOURS:** Part-time; 32 hrs/week

**SALARY:** Not Ordinarily Resident (NOR): FP-6 (**Final grade will be determined by FLO**)

The U.S. Embassy in Bangkok is seeking an individual for the position of CLO Coordinator at the Consulate General in Chiang Mai.

**BASIC FUNCTIONS REQUIRED:**

The duties of CLO are defined in 8 areas of responsibility: employment liaison, crisis management and security liaison, education liaison, information and resources management, guidance and referral, welcoming and orientation, community liaison and events planning. The CLO is a caregiver who often deals with issues that are subjective in nature and relate directly to overall mental and physical well-being of the client(s) or community as a whole.

**QUALIFICATIONS REQUIRED:**

**NOTE:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of High School.
- (2) Three years experience in an area involving customer or client service, working with others, interpreting and applying regulatory or procedural materials.
- (3) Level III - Good Working Knowledge in Speaking/Reading English and have ability to communicate effectively.
- (4) Knowledge of Microsoft applications (MS Office, mail, Word, Excel, PowerPoint, Access)
- (5) Ability to analyze and define long-term goals, efficiently manage an independent budget, determine effective use of resources, and implement programming responsive to community needs and ability to coordinate with other elements of the Mission to ensure program success.
- (6) Ability to recognize, evaluate and manage potential conflicts inherent to serving the needs of a diverse community and ability to develop and maintain effective contacts in local business, educational, and service communities.

**ADDITIONAL SELECTION CRITERIA:**

**PLEASE ALSO SEE GENERAL ELIGIBILITY & QUALIFICATIONS REQUIREMENTS AT THE BEGINNING OF THE EMPLOYMENTS SECTION AND ON THE BULLETIN BOARD IN RHRO OR ON THE EMBASSY WEBSITE.**

The candidate must be able to obtain and hold a Top Secret security clearance.

**SUBMIT APPLICATION TO:**

Regional Human Resources Office  
Attention: American Unit  
American Embassy, 120-122 Wireless Road, Bangkok  
10330, Thailand  
Tel: 02-205-4543  
Fax: 02-205-4306  
E-mail address: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov)

DO NOT ATTACH PHOTO

**CLOSING DATE FOR THE POSITION: April 12, 2012**