

FSN#2012/15

Consular Clerk

OPEN TO: All Interested Candidates

POSITION: Consular Clerk, FSN-6; FP-8

OPENING DATE: February 17, 2012

CLOSING DATE: March 15, 2012

WORK HOURS: Full-time; 40 hrs/week

SALARY: Not Ordinarily Resident (NOR): FP-8
Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Consular Clerk, located at Wichayanon Road, **Chiang Mai**.

BASIC FUNCTION OF POSITION:

Performs routine American Citizen Services (ACS) and Nonimmigrant Visa (NIV) processing, including handling inquiries and service requests; application intake, review, and screening; data entry, photo capture, and fingerprint collection; and printing and quality control. Handles correspondence related to routine inquiries. Does back up duties as assigned.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of at least two years post secondary study at college or university (high vocational school or equivalent); (2) At least one year of work experience in a position with substantial customer service requirement; (3) Level IV (Fluent) speaking/reading/writing in English (must provide a copy of valid TOEIC score of 855 or higher with application, or application will not be considered) and Thai; (4) Must be client-oriented, with good interpersonal skills; (5) Must be able to type quickly and accurately to do data entry in computer system and use a variety of office machines (particularly computers and peripherals such as scanners, printers, and digital cameras) and common software programs (particularly MS Office)

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
Fax: 02-205-4928

PLEASE ATTACH A COPY OF TRANSCRIPT

****PLEASE DO NOT ATTACH PHOTO, IF YOUR PHOTO IS ATTACHED, YOUR APPLICATION WILL NOT BE CONSIDERED****

CLOSING DATE FOR THE POSITION: March 15, 2012

FSN#2012/15 (T)

Consular Clerk

OPEN TO: All Interested Candidates

POSITION: Consular Clerk, FSN-5; FP-9

OPENING DATE: February 17, 2012

CLOSING DATE: March 15, 2012

WORK HOURS: Full-time; 40 hrs/week

SALARY: Not Ordinarily Resident (NOR): FP-9
Ordinarily Resident (OR): FSN-5

The U.S. Embassy in Bangkok is seeking an individual for the position of Consular Clerk, located at Wichayanon Road, **Chiang Mai**.

BASIC FUNCTION OF POSITION:

Performs routine American Citizen Services (ACS) and Nonimmigrant Visa (NIV) processing, including handling inquiries and service requests; application intake, review, and screening; data entry, photo capture, and fingerprint collection; and printing and quality control. Handles correspondence related to routine inquiries. Does back up duties as assigned.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of at least two years post secondary study at college or university (high vocational school or equivalent); (2) Level IV (Fluent) speaking/reading/writing in English (must provide a copy of valid TOEIC score of 855 or higher with application, or application will not be considered) and Thai; (3) Must be client-oriented, with good interpersonal skills; (4) Must be able to type quickly and accurately to do data entry in computer system and use a variety of office machines (particularly computers and peripherals such as scanners, printers, and digital cameras) and common software programs (particularly MS Office)

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
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CLOSING DATE FOR THE POSITION: March 15, 2012

A DIPLOMATIC MISSION IS NOW OFFERING A GREAT EMPLOYMENT OPPORTUNITY WITH ATTRACTIVE COMPENSATION AND GOOD WORKING HOURS FOR THE RIGHT CANDIDATE IN THE FOLLOWING POSITION:

Consular Clerk

Performs routine American Citizen Services (ACS) and Nonimmigrant Visa (NIV) processing, including handling inquiries and service requests; application intake, review, and screening; data entry, photo capture, and fingerprint collection; and printing and quality control. Handles correspondence related to routine inquiries. Does back up duties as assigned.

Minimum Qualifications:

- (1) Completion of at least two years post secondary study at college or university (high vocational school or equivalent);
- (2) Level IV (Fluent) speaking/reading/writing in English (must provide a copy of valid TOEIC score of 855 or higher with application, or application will not be considered) and Thai;
- (3) Must be client-oriented, with good interpersonal skills;
- (4) Must be able to type quickly and accurately to do data entry in computer system and use a variety of office machines (particularly computers and peripherals such as scanners, printers, and digital cameras) and common software programs (particularly MS Office)

An attractive salary and fringe benefits package will be in commensurate with candidate's qualifications and experience.

For non-Thai citizens, please also submit a copy of residence permit.

All applicants must submit the Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174) Job Opportunities - U.S. Embassy Bangkok, Thailand or the application may not be considered.

Applications must be received by March 15, 2012.

P.O. Box 926 Bangkok 10500
or Fax: 0-2205-4928 Attn: Recruitment
or e-mail : bkkrecruitment@state.gov

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