

Telephone Operator

Public Health Administrative Management Specialist

Data Manager (Not to exceed 2 years)

Financial Clerk (When-actually-employed position) – Two positions

Medical Research Scientist (Veterinary) (6 year term-limited)

Computer Systems Analyst (T)

Computer Systems Analyst

Computer Management Assistant (T)

Computer Management Assistant

Translator Chiang Mai

Translator Udorn Thani

Training Instructor (T)

Training Instructor

Administrative Clerk (T)

Administrative Clerk

Development Outreach & Communications Specialist

Secretary

Administrative Assistant/Paralegal (T)

Administrative Assistant/Paralegal

HR Administrative Assistant

Project Voucher Examiner (T)

Project Voucher Examiner

Administrative Associate (T)

Administrative Associate

FSN#2011/68

Telephone Operator

OPEN TO: All Interested Candidates

POSITION: Telephone Operator, FSN-5; FP-9

OPENING DATE: August 12, 2011

CLOSING DATE: August 25, 2011

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 Telephone Operator in its Information Resources Management Office/Switchboard (IRM/SW), located at 120-122 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

The Telephone Switchboard Operations Center operates continuously, 24 hours a day, 365 days a year. The Telephone Operator's main concern is with the processing and handling of diplomatic, official, and emergency telecommunications. It is the responsibility of the Telephone Switchboard Operations Center's operators to provide administrative services as needed, and to serve as the primary point of contact for all internal/external embassy related business and emergencies.

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) Bachelor's Degree in Business Administration or Liberal Arts; (2) Two years' experience as a Telephone Switchboard Operator or related office experience; (3) Level IV (Fluent) speaking/reading/writing English and Thai; (4) Must be able to provide high level of customer service in a high pressure environment.

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: AUGUST 25, 2011



FSN#2010/78

Public Health Administrative Management Specialist

OPEN TO: All Interested Candidates

POSITION: Public Health Administrative Management Specialist, FSN-12; FP-3

OPENING DATE: August 12, 2011

CLOSING DATE: August 25, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Not Ordinarily Resident (NOR): FP-3
Ordinarily Resident (OR): FSN-12

The U.S. Embassy in Bangkok is seeking an individual for the position of Public Health Administrative Management Specialist in Behavioral Research Section, U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTION OF POSITION:

Oversees the day-to-day management, administrative, financial and program coordination functions in support of a broad range of agency-funded HIV/AIDS research program activities that are implemented by specific program offices, branches or programmatic teams.

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) Master of Science in Public Health, Master of Public Administration, Master of Business Administration, Master of Public Health or Health Policy; (2) Three years of progressively responsible administrative experience in a public health field or a health-related international development organization of which two years of experience at the managerial level that includes direct supervision of staff; (3) Level IV (Fluent) speaking/reading/writing English and Thai; (4) A thorough knowledge in financial management, human resources, procurement and contracting; (5) Ability to plan budget expenditures.

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.

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CLOSING DATE FOR THE POSITION: AUGUST 25, 2011



FSN#2011/87

Data Manager (Not to exceed 2 years)

OPEN TO: All Interested Candidates

POSITION: Data Manager, FSN-7; FP-7

OPENING DATE: August 5, 2011

CLOSING DATE: August 18, 2011

WORK HOURS: Full-time; 40 hrs/week, Not to exceed 2 years

SALARY: Not Ordinarily Resident (NOR): FP-7
Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Data Manager in its U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTION OF POSITION:

Serve as a database manager/programmer within the information technology unit providing support for the US Centers for Disease Control/International Emerging Infections Program (CDC/IEIP), and provides full data management of data entry and collection activities occurring in the field and programming support for research, programmatic, laboratory, technical and administrative activities of IEIP.

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) At least two years of full-time post secondary study at college or university; (2) One year of experience in data manager/programmer including data entry and/or data collection in the field; (3) Must have demonstrated work experience in the use of two or more computer software program tools for databases and programming from the following list: MS-Access, MS SQL Server, Epi-info, Visual Basic, VBScript, QDS, SAS, SPSS, InfoPath, or Visual C++; (4) Level III (Good) speaking/reading/ writing Thai and English.

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.

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CLOSING DATE FOR THE POSITION: AUGUST 18, 2011



FSN#2011/89

Financial Clerk (When-actually-employed position) – Two positions

OPEN TO: All Interested Candidates

POSITION: Financial Clerk (WAE), FSN-5; FP-9

OPENING DATE: August 5, 2011

CLOSING DATE: August 18, 2011

WORK HOURS: When-actually-employed (WAE)

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 Financial Clerk (WAE) in its Financial Management Center, located at 120-122 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serves as one of a team of Financial Clerks in the Financial Management Center, examining petty cash vouchers and other claims for payment of goods and services. Vouchers include, but are not limited to all non-cash payments. Provides back-up to other Financial Clerks and other Voucher Examiners in the section. Reports directly to the Supervisory Voucher Examiner.

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 secondary school; (2) One year’s experience in secretarial or general clerical works; (3) Level III (Good working knowledge) speaking/reading/writing English and Thai; (4) Good knowledge of the operation of computer data input, PC, and Microsoft Office Applications; (5) Ability to operate a typewriter, calculator, PC, and basic office automation. Good computer and typing skills.

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.

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CLOSING DATE FOR THE POSITION: AUGUST 18, 2011



FNSN#2011/91

Medical Research Scientist (Veterinary) (6 year term-limited)

OPEN TO: All Interested Candidates

POSITION: Medical Research Scientist (Veterinary), FSN-12; FP-3

OPENING DATE: August 5, 2011

CLOSING DATE: August 18, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Not Ordinarily Resident (NOR): FP-3
Ordinarily Resident (OR): FSN-12

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Research Scientist (Veterinary) in its U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTION OF POSITION:

Serve as Veterinary Medical Officer (VMO) and Chief for IEIP's new Zoonotic Diseases and One Health Section, provide strategic direction and advice on aspects of public health issues related to emerging and zoonotic diseases at the interface between humans and animal health and plays a key role in CDC/IEIP/GDD's strategic and action planning. Perform inherently government functions and will work with national, regional (Asia Pacific), and international human and animal health entities to broaden and strengthen partnerships. Duties focus in the following broad areas: surveillance, research, outbreak response and preparedness, training and capacity building, and networking.

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) Doctor of Veterinary Medicine (DVM), or equivalent degree of PhD in animal health/sciences or Epidemiology; (2) Ten years experience applying public health concepts, principles, practices, method and techniques of which three years of Managerial experience (with those ten years; at least five years experience working with public health related issues at the human-animal health interface); (3) Must have understanding of human, animal and environmental health systems in Thailand and be familiar with international organizations (WHO, FAO,OIE) in this area; (4) Must have expert knowledge of zoonotic disease surveillance and epidemiology and the prevention and control of zoonotic diseases; (5) Must familiar with research protocols, ethical and privacy issues, policies and strategies to achieve program mission; (6) Level IV (Fluent) speaking/reading/ writing Thai and English.

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.

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CLOSING DATE FOR THE POSITION: AUGUST 18, 2011



FSN#2011/93 (T)

Computer Systems Analyst

OPEN TO: All Interested Candidates

POSITION: Computer Systems Analyst, FSN-9; FP-5 (Step 1 thru 4), Trainee

OPENING DATE: August 5, 2011

CLOSING DATE: August 18, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Not Ordinarily Resident (NOR): US\$ 42,948 per annum (minimum starting salary)
(Position Grade: FP-5 (Step 1 thru 4) to be confirmed by Washington)

Ordinarily Resident (OR): Thai Baht 640,463 per annum (minimum starting salary)
(Position Grade: FSN-9)

The U.S. Embassy in Bangkok is seeking an individual for the position of Computer Systems Analyst in its Systems Development & Maintenance, Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serve as a full performance computer systems analyst charged with analyzing and designing, researching and developing, testing and managing the Regional Financial Management System for Disbursing (RFMS/D) in accordance with Resource Management Bureau goals and objectives. Ensure that RFMS/D implemented are properly maintained and problems are immediately resolved, thereby reducing the risk of monetary losses and provide support and enhance interfacing services for other systems which are used by other agencies.

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) Bachelor’s degree in computer science, information technology, or related field; (2) Three years of progressively responsible experience in professional computer system, database administrator, or accounting systems development and maintenance; (3) Level III (Good working knowledge) speaking/reading/writing English and Thai; (4) Possess comprehensive knowledge of the automated accounting and financial management systems; (5) Must be able to analyze accounting processes and identify practices and procedures with require correction or modification.

SELECTION PROCESS:

When equally qualified, US 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.

SALARY RANGE:

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

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CLOSING DATE FOR THE POSITION: AUGUST 18, 2011



FSN#2011/93

Computer Systems Analyst

OPEN TO: All Interested Candidates

POSITION: Computer Systems Analyst, FSN-10; FP-5 (Step 5 thru 14)

OPENING DATE: August 5, 2011

CLOSING DATE: August 18, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Not Ordinarily Resident (NOR): US\$ 48,338 per annum (minimum starting salary)
(Position Grade: FP-5 (Step 5 thru 14) to be confirmed by Washington)

Ordinarily Resident (OR): Thai Baht 760,852 per annum (minimum starting salary)
(Position Grade: FSN-10)

The U.S. Embassy in Bangkok is seeking an individual for the position of Computer Systems Analyst in its System Development & Maintenance Division, Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serve as a full performance computer systems analyst charged with analyzing and designing, researching and developing, testing and managing the Regional Financial Management System for Disbursing (RFMS/D) in accordance with Resource Management Bureau goals and objectives. Ensure that RFMS/D implemented are properly maintained and problems are immediately resolved, thereby reducing the risk of monetary losses and provide support and enhance interfacing services for other systems which are used by other agencies.

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) Bachelor's degree in computer science, information technology, or related field; (2) Four years of progressively responsible experience in professional computer system, database administrator, or accounting systems development and maintenance; (3) Level III (Good working knowledge) speaking/reading/writing English and Thai; (4) Possess comprehensive knowledge of the automated accounting and financial management systems; (5) Must be able to analyze accounting processes and identify practices and procedures with require correction or modification.

SELECTION PROCESS:

When equally qualified, US 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.

SALARY RANGE:

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

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CLOSING DATE FOR THE POSITION: AUGUST 18, 2011



FSN#2011/96 (T)

Computer Management Assistant (T)

OPEN TO: All Interested Candidates

POSITION: Computer Management Assistant, FSN-7; FP-7, Trainee

OPENING DATE: August 12, 2011

CLOSING DATE: August 25, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Not Ordinarily Resident (NOR): FP-7
Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Computer Management Assistant in its Drug Enforcement Administration (DEA), located at 120-122 Wireless Road, Bangkok

BASIC FUNCTION OF POSITION:

Under the general direction of the office supervisor(s) the computer systems specialist, administers all locally employed staff ADP systems and servers by providing optimal use of computer technology resources through a local area network (LAN). The work involves comparing the organization's work processes to LAN system capabilities and developing methods to improve both; supervising day-to-day network and maximizing system performance; developing local programming applications; providing advisory services, user support, and training; developing, implementing, and monitoring LAN network protection systems; and other related duties assign by the supervisor(s). The office automation system is the integration of several Windows 2000 network servers, connected work stations and stand-alone PCs, printers, central and mini-UPS systems. The high speed communications circuits include complex LAN and a wide array of network routers, hubs, modems and other intelligent network devices valued at thousands of dollars. The computer systems specialist is also tasked with maintaining a separate stand-alone network for a sensitive investigative initiative as well as performing duties of associated database management and program writing to support input, manipulation of data and retrieval of

information in format and product as required by the system user. The incumbent performs other duties as required by the Bangkok Country Office to include support to the development of website and other computer aides and graphics in support to criminal investigations.

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) Bachelor’s Degree in Computer Science, Engineering, Information Systems Management, or Computer Programming; (2) Two years’ progressively responsible experience, primarily of a technical nature as a Computer Programmer, LAN Operator or System Administration; (3) Level IV (Fluent) speaking/reading/writing English and Thai; (4) Must have an expert knowledge of system analysis and design techniques, ADP operations, Hardware and Software Technology and generally accepted ADP policies, procedures and standards as well as sound knowledge of windows XP or 7, and Microsoft Operating and Database systems and two development language on Visual and Pearl; (5) Ability to collaborate with others in system/program design and good interpersonal skills to train others in program/software operation.

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.

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CLOSING DATE FOR THE POSITION: AUGUST 25, 2011



FSN#2011/96

Computer Management Assistant

OPEN TO: All Interested Candidates

POSITION: Computer Management Assistant, FSN-8; FP-6

OPENING DATE: August 12, 2011

CLOSING DATE: August 25, 2011

WORK HOURS: Full-time; 40 hrs/week

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

The U.S. Embassy in Bangkok is seeking an individual for the position of Computer Management Assistant in its Drug Enforcement Administration (DEA), located at 120-122 Wireless Road, Bangkok

BASIC FUNCTION OF POSITION:

Under the general direction of the office supervisor(s) the computer systems specialist, administers all locally employed staff ADP systems and servers by providing optimal use of computer technology resources through a local area network (LAN). The work involves comparing the organization's work processes to LAN system capabilities and developing methods to improve both; supervising day-to-day network and maximizing system performance; developing local programming applications; providing advisory services, user support, and training; developing, implementing, and monitoring LAN network protection systems; and other related duties assign by the supervisor(s). The office automation system is the integration of several Windows 2000 network servers, connected work stations and stand-alone PCs, printers, central and mini-UPS systems. The high speed communications circuits include complex LAN and a wide array of network routers, hubs, modems and other intelligent network devices valued at thousands of dollars. The computer systems specialist is also tasked with maintaining a separate stand-alone network for a sensitive investigative initiative as well as performing duties of associated database management and program writing to support input, manipulation of data and retrieval of information in format and product as required by the system user. The incumbent performs other duties as required by the Bangkok Country Office to include support to the development of website and other computer aides and graphics in support to criminal investigations.

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) Bachelor's Degree in Computer Science, Engineering, Information Systems Management, or Computer Programming; (2) Three years' progressively responsible experience, primarily of a technical nature as a Computer Programmer, LAN Operator or System Administration; (3) Level IV (Fluency) speaking/reading/writing English and Thai; (4) Must have an expert knowledge of system analysis and design techniques, ADP operations, Hardware and Software Technology and generally accepted ADP policies, procedures and standards as well as sound knowledge of windows XP or 7, and Microsoft Operating and Database systems and two development language on Visual and Pearl; (5) Ability to collaborate with others in system/program design and good interpersonal skills to train others in program/software operation.

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.

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CLOSING DATE FOR THE POSITION: AUGUST 25, 2011



FSN#2011/97
Translator

OPEN TO: All Interested Candidates

POSITION: Translator, FSN-8; FP-6

OPENING DATE: August 12, 2011

CLOSING DATE: August 25, 2011

WORK HOURS: Full-time; 40 hrs/week

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

The U.S. Embassy in Bangkok is seeking an individual for the position of Translator in its Drug Enforcement Administration (DEA), located in Chiang Mai.

BASIC FUNCTION OF POSITION:

Perform written and oral translations of legal, technical, semi-technical and operation support materials/subjects from Thai to English and vice versa.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOH's, 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) Bachelor’s Degree in Law, Management, Business Administration or Liberal Arts; (2) Two years’ experience in law enforcement, management, administration or translation; (3) Level IV (Fluent) speaking/reading/writing English and Thai. A valid TOEIC score of 855 or higher will be required as a proof of English proficiency; (4) Ability to translate and type simultaneously and analyze translations with a high degree of integrity; (5) Ability to use Microsoft Word, Excel and PowerPoint.

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.

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CLOSING DATE FOR THE POSITION: AUGUST 25, 2011



FSN#2011/98
Translator

OPEN TO: All Interested Candidates

POSITION: Translator, FSN-8; FP-6

OPENING DATE: August 12, 2011

CLOSING DATE: August 25, 2011

WORK HOURS: Full-time; 40 hrs/week

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

The U.S. Embassy in Bangkok is seeking an individual for the position of Translator in its Drug Enforcement Administration (DEA), located in Udorn Thani.

BASIC FUNCTION OF POSITION:

Perform written and oral translations of legal, technical, semi-technical and operation support materials/subjects from Thai to English and vice versa.

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) Bachelor’s Degree in Law, Management, Business Administration or Liberal Arts; (2) Two years’ experience in law enforcement, management, administration or translation; (3) Level IV (Fluent) speaking/reading/writing English and Thai. A valid TOEIC score of 855 or higher will be required as a proof of English proficiency; (4) Ability to translate and type simultaneously and analyze translations with a high degree of integrity; (5) Ability to use Microsoft Word, Excel and PowerPoint.

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.

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CLOSING DATE FOR THE POSITION: AUGUST 25, 2011



FSN#2011/99 (T)

Training Instructor

OPEN TO: All Interested Candidates

POSITION: Training Instructor, FSN-8; FP-6 (Training)

OPENING DATE: August 5, 2011

CLOSING DATE: August 18, 2011

WORK HOURS: Full-time; 40 hrs/week

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

The U.S. Embassy in Bangkok is seeking an individual for the position of Training Instructor in its Regional Employee Development Center (REDC) at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serving as trainer/co-trainer, developing/revising training materials, and performing variety of program management activities. Travel is required on a frequent basis to deliver training on site at various embassies/consulates in the East Asian Pacific (EAP), Near East Asia (NEA) and South Central Asia (SCA) Bureaus.

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) Bachelor’s degree in education, social science, business administration, or other related disciplines; (2) At least two years of experience in training or other management functions with a requirement to conduct training sessions periodically; (3) Must be able to read, write, speak and comprehend English and Thai at Level IV (fluent); (4) Must have professional skills and abilities in conducting formal training and must be able to handle diversified groups of training participants and effectively maintain their interest and attention to the training subject; (5) Must be able to design/revise training courses to meet the course objectives and suitable to a large group of different levels of knowledge of the audience; (6) Must possess proficient skills in using various office equipment including computers and basic software applications, e.g., words, powerpoint, access and also be able to operate cameras, tape recorders, video equipment.

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: AUGUST 18, 2011



FSN#2011/99

Training Instructor

OPEN TO: All Interested Candidates

POSITION: Training Instructor, FSN-9; FP-5 (Step 1 thru 4)

OPENING DATE: August 5, 2011

CLOSING DATE: August 18, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Not Ordinarily Resident (NOR): FP-5 (Step 1 thru 4)
Ordinarily Resident (OR): FSN-9

The U.S. Embassy in Bangkok is seeking an individual for the position of Training Instructor in its Regional Employee Development Center (REDC) at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serving as trainer/co-trainer, developing/revising training materials, and performing variety of program management activities. Travel is required on a frequent basis to deliver training on site at various embassies/consulates in the East Asian Pacific (EAP), Near East Asia (NEA) and South Central Asia (SCA) Bureaus.

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) Bachelor’s degree in education, social science, business administration, or other related disciplines; (2) At least three years of experience in training or other management functions with a requirement to conduct training sessions periodically; (3) Must be able to read, write, speak and comprehend English and Thai at Level IV (fluent); (4) Must have professional skills and abilities in conducting formal training and must be able to handle diversified groups of training participants and effectively maintain their interest and attention to the training subject; (5) Must be able to design/revise training courses to meet the course objectives and suitable to a large group of different levels of knowledge of the audience; (6) Must possess proficient skills in using various office equipment including computers and basic software applications, e.g., words, powerpoint, access and also be able to operate cameras, tape recorders, video equipment.

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.

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CLOSING DATE FOR THE POSITION: AUGUST 18, 2011



FSN#2011/101 (T)

Administrative Clerk

OPEN TO: All Interested Candidates

POSITION: Administrative Clerk, FSN-4; FP-AA, Trainee

OPENING DATE: August 12, 2011

CLOSING DATE: August 25, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Not Ordinarily Resident (NOR): FP-AA
Ordinarily Resident (OR): FSN-4

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Clerk in its Area Telecommunications Office, Asia (ATO/Asia), located at Rajdamri Compound.

BASIC FUNCTION OF POSITION:

The job holder is responsible for handling multiple tasking in areas of warehousing, inventory management, procuring, expediting, chauffeuring, as well as serving as an Administrative Assistant in the Area Telecommunications Office (ATO/ASIA). The incumbent will be involved in stock pulls, nomenclature, use of inventory management database, warehouse replenishment procurements, shipping/receiving of stock, use of forklift/warehouse equipment, local procurements and transportation of ATO/ASIA personnel to/from the airport or pouches/personnel to/from Rajdamri and the NOB Embassy. Must be available to be called upon 24 hours a day, 7 days a week, and be willing to work long hours.

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) One year experiences as a warehouseman clerk/administrative clerk or supply operations of which as a local procurement; (3) Level III (Good working knowledge) speaking/reading/writing English and Thai; (4) Must be able to drive and possess a valid Thai driver’s license; (5) Ability to use Microsoft Word, Excel and internet.

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.

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CLOSING DATE FOR THE POSITION: AUGUST 25, 2011



FSN#2011/101

Administrative Clerk

OPEN TO: All Interested Candidates

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

OPENING DATE: August 12, 2011

CLOSING DATE: August 25, 2011

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 Administrative Clerk in its Area Telecommunications Office, Asia (ATO/Asia), located at Rajdamri Compound.

BASIC FUNCTION OF POSITION:

The job holder is responsible for handling multiple tasking in areas of warehousing, inventory management, procuring, expediting, chauffeuring, as well as serving as an Administrative Assistant in the Area Telecommunications Office (ATO/ASIA). The incumbent will be involved in stock pulls, nomenclature, use of inventory management database, warehouse replenishment procurements, shipping/receiving of stock, use of forklift/warehouse equipment, local procurements and transportation of ATO/ASIA personnel to/from the airport or pouches/personnel to/from Rajdamri and the NOB Embassy. Must be available to be called upon 24 hours a day, 7 days a week, and be willing to work long hours.

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) Two years’ experiences as a warehouseman clerk/administrative clerk or supply operations of which as a local procurement; (3) Level III (Good working knowledge) speaking/reading/writing English and Thai; (4) Must be able to drive and possess a valid Thai driver’s license; (5) Ability to use Microsoft Word, Excel and internet.

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.

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CLOSING DATE FOR THE POSITION: AUGUST 25, 2011



FSN#2011/84

Development Outreach & Communications Specialist

OPEN TO: All Interested Candidates (THAI Citizens)

POSITION: Development Outreach & Communications Specialist, FSN-10

OPENING DATE: August 5, 2011

CLOSING DATE: August 18, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-10

The U.S. Embassy in Bangkok is seeking an individual for the position of Development Outreach & Communications Specialist in the U.S. Agency for International Development/Program Development Office (PDO) located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

The job holder, as a regional communication specialist, maintains liaison with representatives of mass media and government officials for USAID/RDMA countries covered in the Asia region. S/he maintains the RDMA website, facilitates use of social media, targets audiences, and tailors messaging in order to meet regional cultural norms. Also, the job holder helps organizing public events for USAID including the preparation and dissemination of press releases and background information, protocol issues, site selection, staging, logistical issues, scheduling and maintaining contact with speakers, as well as on-site coordination of media.

QUALIFICATIONS REQUIRED:

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

(1) Bachelor's degree in communications, journalism, marketing, advertising, mass media, public relations or arts; (2) At least seven years of progressively responsible experience in communications, journalism, marketing advertising, public relations, mass media or arts; (3) Level IV (Fluent) speaking/reading/writing in English and Thai; (4) Must be an expert in the field of journalism, communications or public relations; (5) Must have thorough knowledge of Southeast Asia's political, media, social and economic structure; (6) Must exhibit a good ability and understanding of website and social media content management.

SUBMIT APPLICATION TO:

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CLOSING DATE FOR THE POSITION: AUGUST 18, 2011



FSN#2011/88

Secretary

OPEN TO: All Interested Candidates (THAI Citizens)

POSITION: Secretary, FSN-7

OPENING DATE: August 5, 2011

CLOSING DATE: August 18, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Secretary in the U.S. Agency for International Development/Office of Director (DIR) located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serve as the Secretary to the Deputy of Director for USAID/RDMA. Duties include performing a full range of all secretarial and administrative support the Deputy of Director and Director Office.

QUALIFICATIONS REQUIRED:

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

- (1) BA/BS in Business/Public Administration, International Development, Human Resources Management, Social Science or Arts;
- (2) A minimum of three years of specific and progressively responsible experience in secretarial/administrative field with at least one year of this experience with a government agency, international organization or multi-national company;
- (3) Level IV (Fluent) in written and spoken English and Thai is required;
- (4) Must demonstrate proficiency in using computer program and typing various correspondence formats;
- (5) Must possess excellent communication and interpersonal skills.

SUBMIT APPLICATION TO:

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American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
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DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: AUGUST 18, 2011



FSN#2011/92 (T)

Administrative Assistant/Paralegal

OPEN TO: All Interested Candidates (THAI Citizens)

POSITION: Administrative Assistant/Paralegal, FSN-7 (Trainee)

OPENING DATE: August 5, 2011

CLOSING DATE: August 18, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Assistant/Paralegal in the U.S. Agency for International Development/ Regional Legal Advisors (USAID/RLAs) located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serve as a paralegal, administrative assistant, and secretary for the three Regional Legal Advisors (RLAs). The incumbent will assist RLAs to provide legal support to regional programs operating in up to nineteen different Asian countries, four bilateral USAID Missions, and four countries with no official USAID Mission. Main responsibilities are to perform paralegal research; to serve as law librarian; to manage Freedom of Information requests under RLA direction; to support litigation and service of legal process; to prepare and monitor use of RLA travel budget; to prepare cite check and edit legal documents; and to submit time and attendance for RLAs.

QUALIFICATIONS REQUIRED:

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

(1) Bachelor's degree in Business, Public Administration, Law, International Development, Social Science or Arts; (2) A minimum of two years of experience in the field of paralegal, administrative management, or secretarial field; (3) Level IV (Fluent) speaking/reading/writing in English and Thai; (4) Proficiency in the use of computer packages/applications such as Word, Excel, Outlook or Power point; (5) Must possess excellent communication and interpersonal skills. (6) Ability to work under pressure, prioritize workload and manage multiple tasks simultaneously.

SUBMIT APPLICATION TO:

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Attention: Recruitment

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Fax: 02-205-4928

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: AUGUST 18, 2011



FSN#2011/92

Administrative Assistant/Paralegal

OPEN TO: All Interested Candidates (THAI Citizens)

POSITION: Administrative Assistant/Paralegal, FSN-8

OPENING DATE: August 5, 2011

CLOSING DATE: August 18, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-8

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Assistant/Paralegal in the U.S. Agency for International Development/ Regional Legal Advisors (USAID/RLAs) located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serve as a paralegal, administrative assistant, and secretary for the three Regional Legal Advisors (RLAs). The incumbent will assist RLAs to provide legal support to regional programs operating in up to nineteen different Asian countries, four bilateral USAID Missions, and four countries with no official USAID Mission. Main responsibilities are to perform paralegal research; to serve as law librarian; to manage Freedom of Information requests under RLA direction; to support litigation and service of legal process; to prepare and monitor use of RLA travel budget; to prepare cite check and edit legal documents; and to submit time and attendance for RLAs.

QUALIFICATIONS REQUIRED:

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

(1) Bachelor's degree in Business, Public Administration, Law, International Development, Social Science or Arts; (2) A minimum of three years of experience in the field of paralegal, administrative management, or secretarial field; (3) Level IV (Fluent) speaking/reading/writing in English and Thai; (4) Proficiency in the use of computer packages/applications such as Word, Excel, Outlook or Power point; (5) Must possess excellent communication and interpersonal skills. (6) Ability to work under pressure, prioritize workload and manage multiple tasks simultaneously.

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DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: AUGUST 18, 2011

FSN#2011/94

HR Administrative Assistant

OPEN TO: All Interested Candidates (THAI Citizens)

POSITION: HR Administrative Assistant, FSN-6

OPENING DATE: August 12, 2011

CLOSING DATE: August 25, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Assistant in the U.S. Agency for International Development/Executive Office (EXO) located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Performs a wide range of administrative, clerical, data entry, document tracking, filing and records management, and travel support functions in the Human Resources Division of RDMA/Executive Office. The incumbent also assists the team in preparation of organization charts, new employee bio, and personnel related documents/reports, schedules a recruitment written test and interview; and provides incidental administrative support as assigned.

QUALIFICATIONS REQUIRED:

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

- (1) Bachelor's degree in English, Business English, Library and Information Science, Human Resources Management, Business/Public Administration or a related discipline in Arts or Social Science;
- (2) A minimum of two years of progressively responsible experience in administrative/human resources field with English speaking environment or multinational organization;
- (3) Level IV (Fluent) speaking/reading/writing in English and Thai;
- (4) Must have good knowledge of administrative office operation, basic human resources practices and procedures, and records management system;
- (5) Computer literate and proficient in using Microsoft Office

applications such as Word, Excel , Power point Outlook and Internet. **(6)** Possess an array of office skills, multi-tasking, team player, and strong service mind.

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

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: AUGUST 25, 2011



FSN#2011/95 (T)

Project Voucher Examiner

OPEN TO: All Interested Candidates (THAI Citizens)

POSITION: Project Voucher Examiner, FSN-7 (Trainee)

OPENING DATE: August 12, 2011

CLOSING DATE: August 25, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Project Voucher Examiner in the U.S. Agency for International Development (USAID)/ Office of Financial Management (OFM), located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serves as a Project Voucher Examiner review complex program vouchers against contract/grant provision, U.S. and local laws, USAID regulations, and cost principles; verify if funds are available for program disbursement; use provision information for contracts/grants and analyzing payment history when processing final program invoices; extract and analyze various financial reports through USAID accounting software.

QUALIFICATIONS REQUIRED:

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

(1) Bachelor's degree in Accounting, Auditing, Financial Management, Finance, Economic or Business Administration; **(2)** A minimum of two years experience in bookkeeping and/or accounting; **(3)** Level IV (Fluent) speaking/reading/writing in English and Thai; **(4)** Good knowledge of financial spreadsheets,

international accounting and payment procedures; (5) Computer literate and proficient in using Microsoft Office applications such as Word, Excel, Outlook and web-based accounting software.

SUBMIT APPLICATION TO:

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DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: AUGUST 25, 2011



FSN#2011/95

Project Voucher Examiner

OPEN TO: All Interested Candidates (THAI Citizens)

POSITION: Project Voucher Examiner, FSN-8

OPENING DATE: August 12, 2011

CLOSING DATE: August 25, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-8

The U.S. Embassy in Bangkok is seeking an individual for the position of Project Voucher Examiner in the U.S. Agency for International Development (USAID)/ Office of Financial Management (OFM), located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serves as a Project Voucher Examiner review complex program vouchers against contract/grant provision, U.S. and local laws, USAID regulations, and cost principles; verify if funds are available for program disbursement; use provision information for contracts/grants and analyzing payment history when processing final program invoices; extract and analyze various financial reports through USAID accounting software.

QUALIFICATIONS REQUIRED:

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

(1) Bachelor's degree in Accounting, Auditing, Financial Management, Finance, Economic or Business Administration; (2) A minimum of three years experience in bookkeeping and/or accounting; (3) Level IV (Fluent) speaking/reading/writing in English and Thai; (4) Good knowledge of financial spreadsheets,

international accounting and payment procedures; (5) Computer literate and proficient in using Microsoft Office applications such as Word, Excel, Outlook and web-based accounting software.

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DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: AUGUST 25, 2011



FSN#2011/100 (T)

Administrative Associate

OPEN TO: All Interested Candidates (THAI Citizens)

POSITION: Administrative Associate, FSN-5 (Trainee)

OPENING DATE: August 12, 2011

CLOSING DATE: August 25, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-5

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Associate in the U.S. Agency for International Development/Regional Environment Office (REO) located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

The administrative associate assists the lead secretary of Regional Environment Office (REO) in providing full range of administrative and secretarial support including but not limited to maintaining official files and document tracking system, and office supplies; preparing time and attendance reports, briefing books and program fact sheets; performing travel arrangements for office team members; maintaining day-to-day contacts and program interaction with partners and appropriate personnel; and performing incidental clerical and administrative work as assigned.

QUALIFICATIONS REQUIRED:

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

(1) Bachelor's degree in Business/Public Administration, International Development, Arts/Liberal Arts, Human Resources Management or Social Science; (2) A minimum of one year of experience in secretarial and administrative support; (3) Level III (Good) speaking/reading/writing in English and Thai; (4) Computer literate and proficient in using Microsoft Office applications such as Word, Excel, Power point Outlook and Internet; (5) Good team player, and possess excellent communication and interpersonal skills, (6) Able to work under pressure, prioritize workload and manage multiple tasks simultaneously.

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DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: AUGUST 25, 2011



FSN#2011/100

Administrative Associate

OPEN TO: All Interested Candidates (THAI Citizens)

POSITION: Administrative Associate, FSN-6

OPENING DATE: August 12, 2011

CLOSING DATE: August 25, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Associate in the U.S. Agency for International Development/Regional Environment Office (REO) located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

The administrative associate assists the lead secretary of Regional Environment Office (REO) in providing full range of administrative and secretarial support including but not limited to maintaining official files and document tracking system, and office supplies; preparing time and attendance reports, briefing books and program fact sheets; performing travel arrangements for office team members; maintaining day-to-day contacts and program interaction with partners and appropriate personnel; and performing incidental clerical and administrative work as assigned.

QUALIFICATIONS REQUIRED:

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

(1) Bachelor's degree in Business/Public Administration, International Development, Arts/Liberal Arts, Human Resources Management or Social Science; (2) A minimum of two year of experience in secretarial and administrative support; (3) Level III (Good) speaking/reading/writing in English and Thai; (4) Computer literate and proficient in using Microsoft Office applications such as Word, Excel, Power point Outlook and Internet; (5) Good team player, and possess excellent communication and interpersonal skills, (6) Able to work under pressure, prioritize workload and manage multiple tasks simultaneously.

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CLOSING DATE FOR THE POSITION: AUGUST 25, 2011

