



**Embassy of the United States of America
Foreign Student (Thai) Intern Program 2016
(Bangkok and Nonthaburi positions)**

The Foreign Student (Thai) Intern Program will be offered from June 6 to August 5, 2016. The requirements are;

- Be a Thai citizen;
- Be at least 18 years old;
- Be a full-time student at an accredited Thai university;
- Have completed at least two university study years and will be at least a third year student by the time the internship begins;
- Have a GPA of 2.80 or higher;
- Possess good working knowledge of English; and
- Complete medical and security clearance (after selected).

Interested students should submit an application with verification of student status, transcript, and Thai ID card **by email to BangkokHRCs@state.gov**

(Subject: Name – Surname and Position Number)

Students must identify the position number(s) of the position(s) they are applying for on their applications.

Please note that students may apply for up to 3 positions only

Applications are due no later than January 11, 2016.

Internships will be offered in the following offices/organizations;

<u>2016/1</u>	Political Section
<u>2016/2</u>	Hub Assistant for East & Southeast Asia Regional ESTH Office/Economic Section
<u>2016/3</u>	Thai-U.S. Creative Partnership/Economic Section
<u>2016/4</u>	Bangkok Regional Classification Center (BRCC)/Regional Human Resources (RHR)
<u>2016/5</u>	Recruitment and Staffing/Regional Human Resources (RHR)
<u>2016/6</u>	Performance Management & Awards/Regional Human Resources (RHR)
<u>2016/7</u>	Human Resources Operations Center/Regional Human Resources (RHR)
<u>2016/8</u>	Investigators Office/Regional Security Office (RSO) (2 positions)

2016/9 Cultural Unit/Public Affairs Section (PA)

2016/10 Education USA Unit/Public Affairs Section (PA)

2016/11 Media Unit/Public Affairs Section (PA)

2016/12 American Citizen Services Unit/Consular Section (CONS)

2016/13 Fraud Prevention Unit/Consular Section (CONS)

2016/14 Non-Immigrant Visa and Immigrant Visa Unit/Consular Section (CONS)

2016/15 System Development and Maintenances (SDM)/Comptroller Global Financial Services Office (CGFS)

2016/16 Disbursing/Comptroller Global Financial Services Office (CGFS)

2016/17 Immigration and Customs Enforcement/ Department of Homeland Security (ICE/HSI)

2016/18 Defense POW/MIA Accounting Agency (DPAA)

2016/19 U.S. Department of Agriculture (USDA)

2016/20 United State Patent and Trade Mark Office (USPTO)

2016/21 Foreign Commercial Service (FCS) *(2 positions)*

2016/22 Division of Global Migration and Quarantine/ Immigrant, Refugee and Migrant Health Program, Center for Disease Control (DGMQ /CDC), Nonthaburi Office

2016/23 Division of HIV and TB, Center for Disease Control (DGHT/CDC), Nonthaburi Office

2016/24 General Development Office/United States Agency for International Development (GDO/USAID) *(2 positions)*

2016/25 Regional Office of Procurement/United States Agency for International Development (ROP/USAID) *(2 positions)*

2016/26 Office of Public Health/United States Agency for International Development (OPH/USAID) *(2 positions)*

2016/27 Procurement Section, Executive Office/United States Agency for International Development (PROC / EXO /USAID)

2016/28 Asia Regional Training Center, Executive Office, / United States Agency for International Development (ARTC /EXO/USAID)

2016/29 Program Development Office/ Development Outreach Communications,
United States Agency for International Development (PDO/USAID)

2016/30 Governance and Vulnerable Populations Office/United States Agency for
International Development (GVP/USAID)

For additional information, please contact HR Customer Service at BangkokHRCS@state.gov
or 02-205-4570.

Attachment 1: Job Descriptions and Qualifications

2016/1

Office / Organization: Political Section

Job Descriptions:

- Monitor/report/translate Thai-language social media news and trends related to Thai political issues;
- Conduct research and summarize on important political developments as well as keep track of new constitutional draft and national reform issues;
- Prepare/update briefing materials for meetings and visitors; and
- Provide logistical and administrative works as assigned.

Special Requirements:

- Candidate must be proficient in Microsoft Word, Excel, and Internet search skills;
 - Candidate must be well versed with Thai social media;
 - Candidate must be fluent in written and spoken English;
 - Candidate must possess strong interpersonal relations and have the ability to work independently; and
 - Candidate should have educational background in Political Science or related fields.
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2016/2

Office / Organization: Hub Assistant for East & Southeast Asia Regional ESTH
Office/Economic Section

Job Descriptions:

- Assist East & Southeast Asia Regional ESTH office with National Science Fair 2016 preparation.
- Assist with administrative and logistic tasks.

- Assist East & Southeast Asia Regional ESTH office with other bilateral and regional projects as needed.

Special Requirements:

- Good command of English.
 - Familiar with Microsoft Office.
 - Science or Management background would be helpful but not mandatory.
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2016/3

Office /Organization: Thai-U.S. Creative Partnership/Economic Section

Job Descriptions:

- Development of Thai-language outreach materials, web content, and newsletter listings.
- Contact development in the university, business, and government sectors where intern conducts outreach and networking.
- Co-maintenance of a blog website based on the WordPress content management system (training provided).
- Social media management and development of Thai-language Facebook and Twitter posts.
- Attending partner events and creating engaging live social media content, including photographs and video.
- Providing event logistics support (display delivery and setup, interaction with participants).

Special Requirements:

- Interest in design, green technology, medical systems, software development, technology trends and entrepreneurship, filmmaking and animation, education, or another innovative market area.
 - Economic/Business major or familiarity with Thai and American economic trends and quick research, perception, and information acquisition skills. An interest in what makes Thailand tick and some comfort with occasional high-level meetings and discussions.
 - Communications and media comfort, including deep familiarity with the internet and popular culture trends. A sense of fun.
 - Near-fluent command of spoken and written English.
 - Bilingual web content experience, with social media integration and cloud services (Facebook, Twitter, Pinterest, Instagram, Tumblr, WordPress, Drop Box/iCloud, etc.)
 - Knowledge of basic image editing programs.
 - Comfort with Apple's iOS and other recent (Android, Windows) smartphone technology. Event outreach will involve using the iPad to take photos and videos.
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2016/4

Office /Organization: Bangkok Regional Classification Center (BRCC) /Regional Human Resources (RHR)

Job Descriptions:

- Provide logistics support in consolidating final package of position classification: preparing cover memo, consolidating position description and final job report, scanning the package, and submitting the hard copy to the hiring office.
- Maintain tracking metrics and update information on SharePoint site.
- Establish, maintain filing and retrieve file materials.
- Perform other duties as assigned.

Special Requirements:

- Proficient in Thai and English communication
 - Computer literacy in MS Word, Excel, PowerPoint, and the Internet
 - Able to complete work within the timeframe and team environment
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2016/5

Office /Organization: Recruitment and Staffing/Regional Human Resources (RHR)

Job Descriptions:

- Assisting Recruitment Unit in performing a wide range of clerical and professional duties as assigned. Duties may include but are not limited to prepare vacancy announcement, screen applications and collating documents, preparing interview packet and arranging interviews appointments, conduct reference check, prepare employment and orientation packet, input, arrange, track, and update computerized program databases and research information from various sources.
- Performing other duties as assigned.

Special Requirements:

- Good English written and oral communication skills(speaking, listening, writing, and reading);
 - Thorough knowledge of Microsoft suite (Word, Excel, PowerPoint)
 - Good administrative skills
 - Excellent organizational skills and ability to work on tight program deadlines
 - Ability to established priorities and organize a large of varied information.
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2016/6

Office / Organization Performance Management & Awards/Regional Human Resources (RHR)

Job Descriptions:

- Provide administrative supports in Awards Programs to HR Assistants such as preparing awards package, coordinating with the Joint Country Awards Committee for awards meeting etc.;
- Assist in organizing Awards Ceremony at the Ambassador's Office and hotels, trainings, and other related events as applicable;
- Provide administrative supports (input, arrange, tracking, and updating) in computerized applications; WebPASS, LocalWebPS, HR Awards Program, Embassy Intranet, etc.;
- Assist in administering tracking sheets under Performance Management Portfolio such as arriving/departing American Officers, training & awards records, etc.;
- Assist in organizing U.S. Mission's special activities;
- Perform other duties as assigned.

Special Requirements:

- Proficient in Thai and English communication (speaking, listening, writing, and reading);
 - Computer literacy in MS Word, Excel, PowerPoint, and the Internet;
 - Quick-learning, hard-working, service-minded and good interpersonal skill;
 - Able to complete work within the timeframe and team environment;
 - Willing to provide administrative support.
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2016/7

Office / Organization: Human Resources Operations Center/Regional Human Resources (RHR)

Job Descriptions:

- Assist HR Assistants in the Americans check-in/check-out process.
 - Assist in preparing employment letters.
 - Manage administrative tasks such as filing, record keeping, and data entry as appropriate/scheduled.
 - Accompany HR Assistants and American families to the Immigration Office.
 - Perform other day-to-day administrative tasks such as drafting e-mail communication and maintaining information files.
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2016/8

Office / Organization: Investigators Office/Regional Security Office (RSO) (*2 positions*)

Job Descriptions:

- Input and update data into Local Hire Program.
 - File and organize security files.
 - Assist in processing fingerprint and police check.
 - Assist in Anti-Terrorism Assistance training program for Thailand.
 - Assist tasks as the supervisor requests.
 - Assist Residential Security Program as needed.
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2015/9

Office / Organization: Cultural Unit/Public Affairs (PA)

Job Descriptions:

- Providing support for educational and cultural exchanges and programs;
- Helping organize and carry out digital video conferences;
- Working on speaker programs;
- Assisting with monitoring grant projects funded by the Cultural Unit
- Assisting with the International Visitor program;
- Assisting with student advising activities

Special Requirements:

- Basic familiarity with Microsoft office products;
 - Comfortable with public speaking
 - Good knowledge of English language, including speaking, reading and writing
 - Good knowledge of social media, especially Facebook and Twitter
 - Excellent communication skills, able to work well independently or as part of a group
 - Positive, can-do attitude
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2016/10

Office / Organization: Education USA Unit/Public Affairs (PA)

Job Descriptions:

- Provide support for Education USA programing;
- Help organize school outreach programs;
- Help organize and carry out digital video conferences;

- Assist with educational advising;
- Help coordinate with grant partners;
- Create social media content.

Special Requirements:

- Basic familiarity with Microsoft office products;
- Comfortable with public speaking;
- Good knowledge of English language, including speaking, reading and writing;
- Good knowledge of social media, especially Facebook and Twitter;
- U.S. education experience a plus;
- Photography and video skills;
- Excellent communication skills, able to work well independently or as part of a group;
- Positive, can-do attitude.
- Candidate must be currently enrolled in a university majoring in journalism, communication arts, liberal arts, or related fields, or pursuing course of study in English, English translation.
- Candidate must demonstrate a proficiency in Microsoft Word, PowerPoint and Internet skills
- Candidate must be able to work independently

2016/11

Office / Organization: Media Unit/Public Affairs Section (PA)

Job Descriptions:

- Monitor and scan newspapers and TV news daily for relevant news clips and editorials.
- Assist in arranging and organizing media events and other outreach programs.
- Drafting materials for Media Unit.
- Accompany Information officials to Embassy events.
- Assist Online Media Team in maintaining social media channels (Facebook, Twitter, Instagram, Flickr and YouTube)
- Assist Online Media Team in producing multimedia contents, including but not limited to photographic and video contents
- Provide ideas for contents to be posted on social media channels
- Research and summarize popular news on the internet and social media to be included in Media Unit's daily news summary
- Monitor and scan newspapers and TV news daily for relevant news clips and editorials
- Translate news articles, bios, speeches and remarks

- Translate annual reports

Special Requirements:

- Candidate must be proficient in English and Thai
 - Candidate must be familiar with basic photography principles. Familiarity with DSLR cameras is a plus.
 - Candidate must be an avid user of social media, especially Facebook, Twitter and Instagram. Must be familiar with the terms “Trending Topics”, “Hashtags”, “Shares”, “Likes”, and their uses.
 - Candidate must be able to work with a Mac computer. Familiarity with Adobe Photoshop, Lightroom and Premier Pro is a plus.
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2016/12

Office / Organization American Citizen Services/Consular Section (ACS/CONS)

Job Descriptions:

- Assist routine American Citizen Services processing during post’s peak season, working with customers;
 - Perform case intake and document screening for notary services and passport applications, working with customers;
 - Assist in emergency American Citizen cases as assigned including inventories of estates and personal effects and assisting with visits to hospitals and other locations;
 - Assist in translation during visits outside of the office;
 - Maintain files and carry out special projects related to improving unit efficiency; and
 - Assist in taking phone calls as needed.
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2016/13

Office / Organization: Fraud Prevention Unit/Consular Section (FPU/CONS)

Job Descriptions:

- Conduct follow-up phone calls to visa applicants and enter results into a database to track visa usage;
- Liaise with companies, financial institutions, and Thai governmental agencies to perform assigned checks;
- Assist with English-Thai translation and draft English and Thai correspondence;
- Maintain and update FPU files; and
- Prepare PowerPoint presentations, handouts, and respond to telephone enquiries.

2016/14

Office / Organization Non-Immigrant Visa and Immigrant Visa Unit/Consular Section (NIV&IV/CONS)

Job Descriptions:

- Assist coordinating and participate in visa outreach events targeting various constituencies, including students;
 - Assist both immigrant and nonimmigrant visa sections with data management projects ;
 - Assist local staff with intake of documents for immigrant interviews and document review;
 - Draft correspondence in Thai and English (often based on templates) for visa cases; and
 - Assist in preparing immigrant and nonimmigrant visas courier returns
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2016/15

Office / Organization: System Development and Maintenances (SDM)/

Comptroller Global Financial Services Office (CGFS)

Job Descriptions:

- Monitor, update, and maintain GFSB System Development internal web site.
- Monitor software update to comply with regulations.
- Assist with infrastructure administrative scripting.
- Assist with technical testing.
- Update software and hardware records.
- Update/create technical document.
- Maintain material libraries i.e., software medias (CD/DVD) and update inventory.
- Performing other day-to-day administrative tasks such as drafting e-mail communication, maintaining information files, and processing paperwork.

Special Requirements:

- Currently pursuing an undergraduate/graduate degree in the IT field.
 - Demonstrates self-motivation and ability to work hard.
 - Possesses strong interpersonal skills and the ability to contribute in a team environment.
 - Must have a very good command of written and spoken English. Fluent in Thai.
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2016/16

Office / Organization: Disbursing/Comptroller Global Financial Services Office (CGFS)

Job Descriptions:

- Reconcile and process daily check-related and credit card transactions in the CGFS financial system, both of which are generated from CGFS Bangkok serviced Posts.
- Review and reorganize disbursing files/folders.

Special Requirements:

- Currently pursuing an undergraduate/graduate degree in Business Administration, Accounting or Economic field.
 - Demonstrates self-motivation and ability to work hard.
 - Possesses strong interpersonal skills and the ability to contribute in a team environment.
 - Require strong, accurate data entry and math skills.
 - Must have a very good command of written and spoken English. Fluent in Thai.
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2016/17

Office / Organization: Immigration and Customs Enforcement/ Department of Homeland Security (ICE-HSI)

Job Descriptions:

- Assist U.S. and locally engaged staff investigators in their day to day duties within the ICE-HSI Attaché Bangkok area of responsibility.
- Assisting in the planning of training and outreach activities provided to local law enforcement agencies and non-governmental organization.
- Assist with issues related to the ICE repatriation program.
- Conduct research into laws and regulations as they pertain to ICE's investigative strategies
- Any other duties associated with the daily activities of a professional law enforcement office.

Special Requirements:

- Be a student in good standing pursuing a degree in Law Enforcement, Criminal Justice or Law.
 - Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills
 - Candidate must be proficient in English and Thai
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2015/18

Office / Organization: Defense POW/MIA Accounting Agency (DPAA)

Job Descriptions:

- Gain an understanding of the U.S. Government's POW/MIA policy and DPAA's role in recovering Americans missing as result of past conflicts.
 - Understand the policies and procedures of Detachment 1, DPAA and assist in meeting all logistical and administrative requirements.
 - Prepare and coordinate travel arrangements and visitor itineraries for TDY personnel supporting DPAA missions within Detachment 1's area of operations. This includes ensuring the driver's schedule is updated regularly and 100% correct for all pickups and drops off.
 - Receives and verifies country clearance requirements; coordinates actions to obtain visas to include acquiring telex DPAA Detachments in Lao and Vietnam as well as DPAA Headquarters.
 - Prepares letters and memorandums for the Detachment Commander.
 - Maintains office files of all correspondences, messages and reports.
 - Review vehicle logs and update maintenance files as required. This includes the translation of documents from Thai to English.
 - Identify areas where DET-1 can improve its processes and execution in support of the Detachment's mission.
 - Perform a detailed inventory of detachment supplies and equipment.
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2016/19

Office / Organization: U.S. Department of Agriculture (USDA)

Job Descriptions:

- Review and summarize new food trend in retail outlets and restaurants
- Assist in marketing activities such as designing leaflets, marketing news through social medias, disseminating marketing messages to target audiences
- Assist in training organization, seminar and other related duties as assigned

Special Requirements:

- Candidate must be currently enrolled in marketing school
 - Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint, and Internet skills.
 - Prefer a candidate with experience in marketing food products or production agriculture
 - Candidate must be proficient in English and Thai
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2016/20

Office / Organization: United State Patent and Trade Mark Office (USPTO)

Job Descriptions:

- Search and extract information from reference sources
- Provide first-handed review of new development in law, summarize, translate, assist in updating Intellectual Property Law in the region
- Assist in organizing trainings, seminar and arrangement of IP related events.
- Assist with ad hoc projects.

Special Requirements:

- Candidate must currently enrolled in school of Law
 - Proficiency in English and Thai
 - Proficiency in Microsoft Word, Excel, PowerPoint and Internet skills
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2016/21

Office / Organization: Foreign Commercial Service (FCS) (*2 positions*)

Job Descriptions:

- Support of Business Matchmaking and other CS Products & Services – Search information from reference sources. Perform tele-marketing, scheduling, and confirming appointments for visiting trade mission participants and individual U.S. companies. Call pre-qualified, target companies to set up business meetings for U.S. visitors. Conduct promotional campaigns via email, fax, phone to recruit local companies to attend trade exhibitions in the U.S. Create / update and Maintains contact lists. Input qualified contacts and activities into database/IT system.
- Support of Trade Events – Assists at trade events (trade missions, exhibitions, seminars, videoconferences, etc.), helping on organizing logistics and event/meeting schedules, preparing promotional materials, supporting staff at event business information offices. Entering CTS with information on companies and activities relevant to the trade events.
- Administrative Support – Provides administrative support for commercial operations and assist with ad hoc projects.

Special Requirements:

- Senior under-graduated student in Marketing, Business Admin, Economics, or International Business Management.
- Proficient in spoken and written Thai. Working knowledge in spoken and written English.
- Good typing and good working skill in operating word processing (Word, Excel, PowerPoint), Adobe Acrobat, internet, and social media applications.

- Ability to adjust to a multi-tasking busy office.
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2016/22

Office / Organization: Division of Global Migration and Quarantine/ Immigrant, Refugee and Migrant Health Program, Center for Disease Control (DGMQ /CDC), Nonthaburi Office

Job Descriptions:

- Provide support to CDC/DGMQ public health activities including the review and organizing of health information in accordance with
- offices' guidelines
- Assist with input, arrange, tracking, and updating computerized health databases.
- Intern will have opportunity to interact with variety of national and international public health professionals
- Perform other duties as assigned.

Special Requirements (Optional):

- Interest in international public health and the control and prevention of infectious diseases in migrating populations.
 - Ability to use MS Word, Excel, PowerPoint and Internet.
 - Must be proficient in English and Thai.
 - Must possess strong interpersonal oral and written communication skills
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2016/23

Office / Organization: Division of HIV and TB, Center for Disease Control (DGHT/CDC), Nonthaburi Office

Job Descriptions:

- Provide support to CDC/DGHT (TB) public health activities including organizing health information in accordance with offices' guidelines, assist in organization of meeting, filing records of office activities and other duties as assigned.
- This position would be ideal for a student interested in a cross- cultural work environment and international public health. The student Intern will gain valuable educational experience in U.S. Missions as well as have an opportunity to interact with variety of national and international public health professionals.

Special Requirements:

- Ability to use MS Word, Excel, PowerPoint and Internet
- Should possess good working knowledge of English

2016/24

Office / Organization: General Development Office/United States Agency for International Development (GDO/USAID) (*2 positions*)

Job Descriptions:

- Assist in researching and summarizing information from recommended sources
- Prepare presentations and assist ASEAN Team Lead with communications work
- Attend assigned meetings and assist with note-taking
- Provide first hand review for reports relating to ASEAN and/ or Governance
- Assist program managers with assigned logistics or administration work
- Assist with all administrative or clerical duties including, but not limited to, arranging meetings, conferences, and workshops, and scheduling appointments of team members
- Help the Administrative Assistant with all travel arrangements for all team members, including flight bookings, hotels, visa applications and prepare travel authorizations
- Receive phone calls, take notes, type and format correspondence
- Update all team calendars
- Prepare presentations and maintain contact database for GDO
- Maintain and update files

Special Requirements:

- Candidate should have a background in education or be currently enrolled in school of Political Science, International Relations, Public Administration, Arts, or Social Sciences
- Candidate must demonstrate proficiency in Microsoft Word, Excel, Power Point, internet skills, or other technology tools
- Candidate must be proficient in both English and Thai

2016/25

Office / Organization: Regional Office of Procurement/United States Agency for International Development (ROP/USAID) (*2 positions*)

Job Descriptions:

- Support the development and management of ROP's internal Knowledge Resource Platform for RDMA and client missions
- Support the development of a systemized ROP training calendar for RDMA on USAID Forward and procurement, with emphasis on virtual training
- Cross check information in Acquisition and Assistance (A&A) awards related to the actualization of required A&A policies (i.e. environmental compliance)
- Support the closeout process of expired awards

Special Requirements:

- Candidate must have a good command of English
 - Candidate must have excellent and demonstrated computer skills and good knowledge of Microsoft Office and Google applications, including Google sites and other cloud based presentation software
 - Quick learner and able to understand complicated documents such as contracts, agreements, etc.
 - Able to complete work within the assigned time
 - Hard-working and demonstrate good interpersonal skills
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2016/26

Office / Organization: Office of Public Health/United States Agency for International Development (OPH/USAID) (*2 positions*)

Job Descriptions:

- Input and update computerized database
- Organize program files and subject files in accordance with USAID guidelines
- Creation/revision of an OPH communications archive system for photographs, digital materials, blurbs, health matters, etc.
- Re-naming and storing of current OPH materials
- Organization/re-printing of any hard-copy OPH communications materials
- Assist with receiving and screening incoming calls/ visitors
- Provide logistical support for travelers on duty at USAID RDMA
- Assist with arranging internal/ external meetings as appropriate
- Assist technical staff with selected assignments
- Verify/update health contact lists
- Assist with World Tuberculosis and World Malaria Days activities

Special Requirements:

- Candidate must have a good command of English
 - Candidate must have good organizational skills
 - Candidate must demonstrate proficiency in Computer literacy and good knowledge of Microsoft Office
 - Able to complete work within the assigned time
 - Hard-working and demonstrate good interpersonal skills
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2016/27

Office / Organization: Procurement Section, Executive Office/United States Agency for International Development (PROC / EXO /USAID)

Job Descriptions:

- Provide administrative assistance to the EXO procurement office
- Assist with records management of purchase requisitions, purchase orders, and vendor contact information
- Track procurement records and documents (i.e., purchase requests, contracts and contract modifications)
- Other duties as assigned

Special Requirements:

- Candidate must have a good command of English
 - Candidate must demonstrate proficiency in computer literacy and good knowledge of Microsoft Office (Microsoft Word and especially Microsoft Excel)
 - Quick learner and able to understand complicated documents such as contracts, personnel actions, etc.
 - Strong interpersonal skills oral and written communication skills, and ability to work without direct supervision
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2016/28

Office /Organization: Asia Regional Training Center, Executive Office, / United States Agency for International Development (ARTC /EXO/USAID)

Job Descriptions:

- Greet and direct visitors, training participants, and trainers using clear and professional language
- Ensure the front desk and networking area is orderly and clean
- Assist with clerical and administrative support
- Assist with organizing trainings, seminars, and other related duties as applicable

Special Requirements:

- Candidate must demonstrate proficiency in Microsoft Word, Excel, PowerPoint and Internet skills
 - Candidate must be proficient in both English and Thai
 - Candidate must project great customer service
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2016/29

Office /Organization: Program Development Office/ Development Outreach Communications, United States Agency for International Development (PDO/USAID)

Job Descriptions:

- Help prepare USAID communications materials. These include, but are not limited to, photos, videos, posters, social media posts, infographics and PowerPoint/Prezi presentations
- Assist with graphic design, photo and video editing
- May occasionally provide administrative support: schedule appointments, prepare procurement documents, route clearance sheets, make travel arrangements, arrange and coordinate meetings as assigned

Special Requirements:

- Candidate must be currently enrolled in school of Communication Arts, Mass Communications or Multimedia Design
 - Candidate must demonstrate proficiency in Adobe Photoshop/Lightroom, Adobe Illustrator, Adobe InDesign, Final Cut Pro, or other video editing software
 - Graphic design skills and video editing skills are highly desirable
 - Candidate must be proficient in spoken English
 - Candidate must be available to perform duty five days a week (not counting holidays)
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2016/30

Office /Organization: Governance and Vulnerable Populations Office/United States Agency for International Development (GVP/USAID)

Job Descriptions:

- Provide administrative support to GVP team, including keeping FSNs' time and attendance record, routing and tracking documents, and arranging internal meetings or special events, such as workshops and conferences
- Assist GVP team members in travel arrangements such as preparing travel requests and visa applications, and making hotel reservations, flight bookings, and other logistics arrangements
- Provide technical support, including research and other responsibilities for GVP regional programs, including human rights, counter trafficking in persons (CTIP), and humanitarian assistance on the Thai-Burma border program, and people with disabilities (non-presence work) in Laos
- Other assigned duties as necessary

Special Requirements:

- Candidate should have an interest in governance and/or human rights issues.
 - Candidate must demonstrate proficiency in Microsoft Office and Internet skills
 - Candidate must be proficient in both English and Thai
 - Candidate should have strong interpersonal and communication skills
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Number of required hours: 40 per week (flexible)

Submit application to: Email: BangkokHRCS@state.gov

(Subject: – Name – Surname and Position Number)

Closing date:

January 11, 2016

****Please use Windows OS when filling out Application form****

*****Please send all documents in PDF Format Only*****

******Please note that the above vacancies are unpaid jobs******

******There will be no housing or other allowances provided for those students from other provinces who are selected for the positions in U.S. Embassy Bangkok******