

**Vacancy Announcement No. / Position Title**

**[FSN# 2012/04 \(T\) / Voucher Examiner \(PSU\)](#)**

**[FSN# 2012/04 / Voucher Examiner \(PSU\)](#)**

**[FSN# 2012/48 \(T\) / Mason](#)**

**[FSN# 2012/48 / Mason](#)**

**[FSN# 2012/64 \(T\) / Refrigeration and Air Conditioning Mechanic](#)**

**[FSN# 2012/64 / Refrigeration and Air Conditioning Mechanic](#)**

**[FSN# 2012/87 \(T\) / Electrician](#)**

**[FSN# 2012/87 / Electrician](#)**

**[FSN# 2012/101 \(T\) / Painter](#)**

**[FSN# 2012/101 / Painter](#)**

**[FSN# 2012/102 / Voucher Examiner](#)**

**[FSN# 2012/129 \(T\) / Plumber](#)**

**[FSN# 2012/129 / Plumber](#)**

**[FSN# 2012/134 \(T\) / Carpenter](#)**

**[FSN# 2012/134 / Carpenter](#)**

**[FSN# 2012/138 \(T\) / Carpenter](#)**

**[FSN# 2012/138 / Carpenter](#)**

**[FSN# 2012/145 / Chauffeur](#)**

**[FSN# 2013/1 \(T\) / Computer Management Assistant \(Helpdesk\)](#)**

**[FSN# 2013/1 / Computer Management Assistant \(Helpdesk\)](#)**

**[FSN# 2013/2 / Chauffeur](#)**

**[FSN# 2013/3 / Security Technician](#)**

**[FSN# 2013/4 / Secretary](#)**

**[FSN# 2012/128 / Supply Clerk](#)**

**[FSN# 2012/142 / Receptionist](#)**

**FSN# 2012/04 (T)**  
**Voucher Examiner (PSU)**

**OPEN TO:** All Interested Candidates

**POSITION:** Voucher Examiner (PSU), FSN-7; FP-7 (Trainee)

**OPENING DATE:** September 21, 2012

**CLOSING DATE:** Until filled

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Not Ordinarily Resident (NOR): USD 39,994 per annum (minimum starting salary)  
(Position Grade: FP-7 to be confirmed by Washington)

Ordinarily Resident (OR): THB 480,033 per annum (minimum starting salary)  
(Position Grade: FSN-7)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner (PSU) in the Post Support Unit, Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Perform work consisting of the examination and audit for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims, and other requests for payment from customer posts. Responsible for processing post assignment travel vouchers for all overseas posts, vendor vouchers, E2 vouchers and ILMS voucher from Post Support Unit (PSU) client posts. The incumbent is relied on by the Certifying Officer to forward only correct, legal, and proper vouchers for certification. Assures compliance with regulations and correct computation on the basis of supporting documents submitted by U.S. Embassy Finance Offices worldwide, or through contact with program officials, travelers and vendor's/contractors. Must ensure compliance with Federal, DoS, PSU and individual client post policies. When vouchers are rejected, incumbent must provide detailed and tactful explanations of the regulation or policy to the submitter and inform them of the necessary corrective action.

**QUALIFICATIONS REQUIRED:**

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

**(1)** Two years post secondary study at College or University (High Vocational School or equivalent);

(2) Two years of progressively experience responsible work in finance, accounting, bookkeeping or related financial field;

(3) Level IV (Fluent) speaking, reading, writing and understanding of English and Thai (TOEIC score at **855** or higher). The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested. Test score must not be dated more than two years prior the submission dates.

**PLEASE ATTACH A COPY OF TRANSCRIPT AND VALID OFFICIAL TOEIC SCORE REPORT.**

#### **SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically 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.

#### **ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript is required to be submitted with the application package.
- (4) If short-listed for an interview, a valid TOEIC score is required prior to interview. The TOEIC must be taken within two years of the application submission date to be considered "VALID".
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

#### **TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

(4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

(5) Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

E-mail address: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

\*\* We will **only** accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo in an application form (DS-174) or resume that provided the same information found on the DS-174. If your photo is attached, your application will not be considered.\*\*

**CLOSING DATE FOR THE POSITION: Until filled**

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**FSN# 2012/04**

**Voucher Examiner (PSU)**

**OPEN TO:** All Interested Candidates

**POSITION:** Voucher Examiner (PSU), FSN-8; FP-6

**OPENING DATE:** September 21, 2012

**CLOSING DATE:** Until filled

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Not Ordinarily Resident (NOR): USD 44,737 per annum (minimum starting salary)  
(Position Grade: FP-6 to be confirmed by Washington)

Ordinarily Resident (OR): THB 574,907 per annum (minimum starting salary)  
(Position Grade: FSN-8)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner (PSU) in the Post Support Unit, Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Perform work consisting of the examination and audit for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims, and other requests for payment from customer posts. Responsible for processing post assignment travel vouchers for all overseas posts, vendor vouchers, E2 vouchers and ILMS voucher from Post Support Unit (PSU) client posts. The incumbent is relied on by the Certifying Officer to forward only correct, legal, and proper vouchers for certification. Assures compliance with regulations and correct computation on the basis of supporting documents submitted by U.S. Embassy Finance Offices worldwide, or through contact with program officials, travelers and vendor's/contractors. Must ensure compliance with Federal, DoS, PSU and individual client post policies. When vouchers are rejected, incumbent must provide detailed and tactful explanations of the regulation or policy to the submitter and inform them of the necessary corrective action.

**QUALIFICATIONS REQUIRED:**

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

(1) Two years post secondary study at College or University (High Vocational School or equivalent);

(2) Two years of progressively experience responsible work in finance, accounting, bookkeeping or related financial field;

(3) Level IV (Fluent) speaking, reading, writing and understanding of English and Thai (TOEIC score at **855** or higher). The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested. Test score must not be dated more than two years prior the submission dates.

(4) A thorough knowledge of applicable sections of the Foreign Affairs Manual and Handbooks, Federal Travel Regulations, JFTR, DSSR CDC Handbook and USAID's ADS.

**PLEASE ATTACH A COPY OF TRANSCRIPT AND VALID OFFICIAL TOEIC SCORE REPORT.**

**SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically 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.

**ADDITIONAL SELECTION CRITERIA:**

(1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.

(2) The candidate must be able to obtain and hold a security clearance.

(3) A copy of Transcript is required to be submitted with the application package.

(4) If short-listed for an interview, a valid TOEIC score is required prior to interview. The TOEIC must be taken within two years of the application submission date to be considered "VALID".

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

(6) Do not attach a photo on DS-174 or resume.

**TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

(1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or

(2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or

(3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

(4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

(5) Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

E-mail address: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

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**CLOSING DATE FOR THE POSITION: Until filled**

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**FSN# 2012/48 (T)**

**Mason**

**OPEN TO:** All interested Candidates

**POSITION:** Mason, FSN-4, FP-AA (Trainee)

**OPENING DATE:** October 26, 2012

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-4, THB 251,050 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-AA

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Mason in the Facilities Management (FM), located at Rajdamri Compound, American Embassy Bangkok.

**BASIC FUNCTIONS REQUIRED:**

To perform at journeyman level in masonry and building construction trade. Duties involve daily maintenance, repair and construction work of concrete floors, surfaces and pavement; masonry walls or masonry structures; wall tiles and floor tiles of the buildings and facilities maintained by the post. Work includes removal of concrete or masonry structures, alteration, rehabilitation and restoration of the buildings and facilities of the post.

**QUALIFICATIONS REQUIRED:**

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

- (1) Completion of High School (Mathayom 6);
- (2) Two years of experience in building construction work;
- (3) Level II (Limited Knowledge) speaking/reading/writing in Thai and Level I (Rudimentary Knowledge) speaking/reading/writing in English. The candidate's eligibility will be based on the ability to achieve the appropriate the English Placement Test (EPT) that is conducted by the Regional Human Resources Office;
- (4) Must be able to operate various hand tools, power equipment and instrument;
- (5) Ability to drive and possess a valid Thai driver's license.

## **SELECTION PROCESS:**

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

## **ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript and a copy of Thai driver's license are required to be submitted with the application package.
- (4) The candidate's eligibility will be based on the ability to achieve the appropriate the English Placement Test (EPT) that is conducted by the Regional Human Resources Office.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

## **TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

E-mail address: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

**\*\* We will *only* accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume**

that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.\*\*

**CLOSING DATE FOR THE POSITION: Until Filled**

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**FSN# 2012/48**

**Mason**

**OPEN TO:** All interested Candidates

**POSITION:** Mason, FSN-5, FP-9

**OPENING DATE:** October 26, 2012

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-5, THB 324,136 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-9

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Mason in the Facilities Management (FM), located at Rajdamri Compound, American Embassy Bangkok.

**BASIC FUNCTIONS REQUIRED:**

To perform at journeyman level in masonry and building construction trade. Duties involve daily maintenance, repair and construction work of concrete floors, surfaces and pavement; masonry walls or masonry structures; wall tiles and floor tiles of the buildings and facilities maintained by the post. Work includes removal of concrete or masonry structures, alteration, rehabilitation and restoration of the buildings and facilities of the post.

**QUALIFICATIONS REQUIRED:**

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

- (1) Completion of High School (Mathayom 6);
- (2) Two years of experience in building construction work;
- (3) Level II (Limited Knowledge) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **400** or higher with application, or application will not be considered). The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested. Test score must not be dated more than two years prior the submission dates.
- (4) Must be able to operate various hand tools, power equipment, and instrument;
- (5) Ability to drive and possess a valid Thai driver's license.

## **SELECTION PROCESS:**

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

## **ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript is required to be submitted with the application package.
- (4) The short-list is conditional given that the selected candidates for hire will need to provide a TOEIC score to be considered for an employment offer. **SELECTED CANDIDATES** will be provided two weeks upon notification to present the valid TOEIC score (test score must not be dated more than two years prior the submission date) to the Recruitment office. **ONLY EFM's CAN** substitute a valid EPT score for the TOEIC score.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

## **TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

E-mail address: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

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**CLOSING DATE FOR THE POSITION: Until Filled**

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**FSN# 2012/64 (T)**  
**Refrigeration and Air Conditioning Mechanic**

**OPEN TO:** All interested Candidates

**POSITION:** Refrigeration and Air Conditioning Mechanic, FSN-4, FP-AA (Trainee)

**OPENING DATE:** October 26, 2012

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full/Part-time; 40 hours/week

**SALARY:**

Not Ordinarily Resident (NOR): FP-AA

Ordinarily Resident (OR): FSN-4, THB 251,050 per annum (minimum starting salary)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Refrigeration & Air Conditioning Mechanic in the Facilities Management Office (FM), Rajdamri compound, American Embassy, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Perform full journeyman level in refrigeration and air conditioning trade. Perform duties involved in installation, renovation, modification, preventive maintenance & repair, rebuilding of machines, equipment, components and control devices associated with refrigeration and air conditioning systems; including cooling, heating, ventilation and air circulation system for various government held properties.

**QUALIFICATIONS REQUIRED:**

**NOTES:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. 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 high vocational school is required;
- (2) Two-year experience in maintenance, repair and installation of refrigeration and air conditioning systems;
- (3) Level I (Rudimentary knowledge) speaking/reading/writing English and Level II (Limited knowledge) speaking/reading/writing Thai. \*\*The candidate's eligibility will be based on the ability to achieve the appropriate the English Placement Test (EPT) that is conducted by the Regional Human Resources Office;

- (4) Ability to operate various hand tools, power equipment, instruments and computer;
- (5) Ability to drive and possess a valid Thai's driver license

**SELECTION PROCESS:**

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

**ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript and Thai driver's license are required to be submitted with the application package.
- (4) The candidate's eligibility will be based on the ability to achieve the appropriate the English Placement Test (EPT) that is conducted by the Regional Human Resources Office.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

**TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

E-mail address: [bkcrecruitment@state.gov](mailto:bkcrecruitment@state.gov) with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

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**CLOSING DATE FOR THE POSITION: Until Filled**

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**FSN# 2012/64**

**Refrigeration and Air Conditioning Mechanic**

**OPEN TO:** All Interested Candidates

**POSITION:** Refrigeration and Air Conditioning Mechanic, FSN-5, FP-9

**OPENING DATE:** October 26, 2012

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-5, THB 324,136 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-9

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Refrigeration & Air Conditioning Mechanic in the Facilities Management Office (FM), Rajdamri compound, American Embassy, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Perform full journeyman level in refrigeration and air conditioning trade. Perform duties involved in installation, renovation, modification, preventive maintenance and repair, rebuilding of machines, equipment, components and control devices associated with refrigeration and air conditioning systems; including cooling, heating, ventilation and air circulation system for various government held properties.

**QUALIFICATIONS REQUIRED:**

**NOTES:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. 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 High Vocational School is required;
- (2) Two-year experience in maintenance, repair and installation of refrigeration and air conditioning systems;
- (3) Level II (Limited Knowledge) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **400** or higher with application, or application will not be considered) The candidate’s eligibility will be based on the ability to achieve the appropriate English TOEIC score tested. Test score must not be dated more than two years prior the submission dates.

- (4) Ability to operate various hand tools, power equipment, instruments and computer;
- (5) Ability to drive and possess a valid Thai's driver license.

**SELECTION PROCESS:**

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

**ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript is required to be submitted with the application package.
- (4) The short-list is conditional given that the selected candidates for hire will need to provide a TOEIC score to be considered for an employment offer. **SELECTED CANDIDATES** will be provided two weeks upon notification to present the valid TOEIC score (test score must not be dated more than two years prior the submission date) to the Recruitment office. **ONLY EFM's CAN** substitute a valid EPT score for the TOEIC score.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

**TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION BY EMAIL TO:**

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E-mail address: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

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**CLOSING DATE FOR THE POSITION: Until Filled**

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**FSN# 2012/87 (T)**  
**Electrician**

**OPEN TO:** All Interested Candidates

**POSITION:** Electrician, FSN-4; FP-AA (Trainee)

**OPENING DATE:** September 14, 2012

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Not Ordinarily Resident (NOR): FP-AA

Ordinarily Resident (OR): FSN-4, THB 251,050 per annum (minimum starting salary)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Electrician in the Facilities Management (FM) Office, located on the Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

The employee performs a full range of journeyman level functions in the electrical trade including performing installations, and providing preventive maintenance and repair work for electrical components and an extensive range of large and small electro-mechanical equipment.

**QUALIFICATIONS REQUIRED:**

**NOTES:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. 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 High Vocational School in technical fields;
- (2) Two-year direct experience in maintenance, repair and installation of electrical system;
- (3) Level I (Rudimentary knowledge) speaking/reading/writing English and Level II (Limited knowledge) speaking/reading/writing Thai. \*\*The candidate's eligibility will be based on the ability to achieve the appropriate the English Placement Test (EPT) that is conducted by the Regional Human Resources Office;
- (4) Must be able to drive and possess a valid Thai driver's license.

## **SELECTION PROCESS:**

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

## **ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript and Thai driver's license are required to be submitted with the application package.
- (4) The candidate's eligibility will be based on the ability to achieve the appropriate the English Placement Test (EPT) that is conducted by the Regional Human Resources Office.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

## **TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

E-mail address: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

**\*\* We will only accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.\*\***

**CLOSING DATE FOR THE POSITION: Until Filled**

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**FSN# 2012/87**

**Electrician**

**OPEN TO:** All Interested Candidates

**POSITION:** Electrician, FSN-5; FP-9

**OPENING DATE:** September 14, 2012

**CLOSING DATE:** Until filled

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-5, THB 324,136 per annum (minimum starting salary)

Not Ordinarily Resident (NOR): FP-9

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Electrician in the Facilities Management (FM) Office, located on the Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

The employee performs a full range of journeyman level functions in the electrical trade including performing installations, and providing preventive maintenance and repair work for electrical components and an extensive range of large and small electro-mechanical equipment.

**QUALIFICATIONS REQUIRED:**

**NOTES:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. 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 High Vocational School in technical fields;
- (2) Two-year direct experience in maintenance, repair and installation of electrical system;
- (3) Level II (Limited Knowledge) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **400** or higher with application, or application will not be considered) The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested. Test score must not be dated more than two years prior the submission dates.
- (4) Must be able to drive and possess a valid Thai driver's license.

## **SELECTION PROCESS:**

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

## **ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript is required to be submitted with the application package.
- (4) The short-list is conditional given that the selected candidates for hire will need to provide a TOEIC score to be considered for an employment offer. **SELECTED CANDIDATES** will be provided two weeks upon notification to present the valid TOEIC score (test score must not be dated more than two years prior the submission date) to the Recruitment office. **ONLY EFM's CAN** substitute a valid EPT score for the TOEIC score.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

## **TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

E-mail address: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

\*\* We will **only** accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo in an application form (DS-174) or resume that provided the same information found on the DS-174. If your photo is attached, your application will not be considered.\*\*

**CLOSING DATE FOR THE POSITION: Until filled**

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**FSN# 2012/101 (T)**

**Painter**

**OPEN TO:** All interested Candidates

**POSITION:** Painter, FSN-4, FP-AA (Trainee)

**OPENING DATE:** October 26, 2012

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full/Part-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-4, THB 251,050 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-AA

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Painter in the Facilities Management Office (FM), Rajdamri compound, American Embassy, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Perform full journeyman level in painting trade. Perform duties involved in coating, painting, finishing and refurbishing all exposed surface of buildings, structures and furniture of various government held properties.

**QUALIFICATIONS REQUIRED:**

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

- (1) Completion of High school (Mathayom 6);
- (2) Two-year experience as a fully qualified journey;
- (3) Level II (Limited Knowledge) speaking/reading/writing in Thai and Level I (Rudimentary Knowledge) speaking/reading/writing in English. The candidate's eligibility will be based on the ability to achieve the appropriate the English Placement Test (EPT) that is conducted by the Regional Human Resources Office;
- (4) Ability to operate various hand tools, power equipment, instruments and computer;
- (5) Ability to drive and possess a valid Thai's driver license.

### **SELECTION PROCESS:**

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

### **ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript and a copy of Thai driver's license are required to be submitted with the application package.
- (4) The candidate's eligibility will be based on the ability to achieve the appropriate the English Placement Test (EPT) that is conducted by the Regional Human Resources Office.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

### **TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

E-mail address: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

\*\* We will **only** accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.\*\*

**CLOSING DATE FOR THE POSITION: Until Filled**

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**FSN# 2012/101**

**Painter**

**OPEN TO:** All Interested Candidates

**POSITION:** Painter, FSN-5, FP-9

**OPENING DATE:** October 26, 2012

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-5, THB 324,136 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-9

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Painter in the Facilities Management Office (FM), Rajdamri compound, American Embassy, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Perform full journeyman level in painting trade. Perform duties involved in coating, painting, finishing and refurbishing all exposed surface of buildings, structures and furniture of various government held properties.

**QUALIFICATIONS REQUIRED:**

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

- (1) Completion of High School (Mathayom 6);
- (2) Two-year experience as a fully qualified journey;
- (3) Level II (Limited Knowledge) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **400** or higher with application, or application will not be considered) The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested. Test score must not be dated more than two years prior the submissions date;
- (4) Ability to operate various hand tools, power equipment, instruments and computer;
- (5) Ability to drive and possess a valid Thai's driver license.

### **SELECTION PROCESS:**

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

### **ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript is required to be submitted with the application package.
- (4) The short-list is conditional given that the selected candidates for hire will need to provide a TOEIC score to be considered for an employment offer. **SELECTED CANDIDATES** will be provided two weeks upon notification to present the valid TOEIC score (test score must not be dated more than two years prior the submission date) to the Recruitment office. **ONLY EFM's CAN** substitute a valid EPT score for the TOEIC score.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

### **TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

(5) Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

E-mail address: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

\*\* We will **only** accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.\*\*

**CLOSING DATE FOR THE POSITION: Until Filled**

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**FSN# 2012/102**

**Voucher Examiner**

**OPEN TO:** All interested Candidates

**POSITION:** Voucher Examiner, FSN-7; FP-7

**OPENING DATE:** December 28, 2012

**CLOSING DATE:** January 10, 2013

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-7, THB 480,033 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-7

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner in its Financial Management Office (FMC) located 120-122 Wireless Road, Lumpini, Pathumwan Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Handle full scope of vouchering services. Duties include verifying that payment claims are accurate and proper through the review of authorizing and supporting documents and regulations; providing advice and guidance concerning the regulations covering allowances; and coordination with internal clients and external contacts for timely vouchering/payment processes.

**QUALIFICATIONS REQUIRED:**

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

- (1) Completion of College study in Accounting, Business Administration and/or Finance related subject;
- (2) Two years experience in Accounting or related functions;
- (3) Level III (Good Working Knowledge) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of **600** or higher with application, or application will not be considered) The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested. Test score must not be dated more than two years prior the submissions date;
- (4) Ability to use computer packages/applications, typewriter (30 wpm), copier, calculator, and scanner;
- (5) Ability to communicate effectively with all levels of clients.

### **SELECTION PROCESS:**

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

### **ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript is required to be submitted with the application package.
- (4) The short-list is conditional given that the selected candidates for hire will need to provide a TOEIC score to be considered for an employment offer. **SELECTED CANDIDATES** will be provided two weeks upon notification to present the valid TOEIC score (test score must not be dated more than two years prior the submission date) to the Recruitment office. **ONLY EFM's CAN** substitute a valid EPT score for the TOEIC score.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

### **TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

(4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

(5) Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

E-mail address: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

\*\* We will **only** accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.\*\*

**CLOSING DATE FOR THE POSITION: January 10, 2013**

**“This is a re-advertisement of announcement from September 21, 2012. Applications previously received will also be considered”. Only shortlisted candidates will be notified.**

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**FSN# 2012/129 (T)**

**Plumber**

**OPEN TO:** All Interested Candidates

**POSITION:** Plumber, FSN-4; FP-AA (Trainee)

**OPENING DATE:** November 16, 2012

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Not Ordinarily Resident (NOR): FP-AA

Ordinarily Resident (OR): FSN-4, THB 251,050 per annum (minimum starting salary)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Plumber in the Facilities Management (FM) Office, located on the Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Perform full journeyman level in plumbing trade. Responsible for installation, renovation, modification, preventive maintenance & repair, rebuild of machines, equipment and components associated with the piping and plumbing systems.

**QUALIFICATIONS REQUIRED:**

**NOTES:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. 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 High Vocational School in technical fields;
- (2) Three years direct experience in maintenance, repair and installation of piping and plumbing;
- (3) Level I (Rudimentary knowledge) speaking/reading/writing English and Level II (Limited knowledge) speaking/reading/writing Thai. \*\*The candidate's eligibility will be based on the ability to achieve the appropriate the English Placement Test (EPT) that is conducted by the Regional Human Resources Office;
- (4) Must be able to drive and possess a valid Thai driver's license.

## **SELECTION PROCESS:**

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

## **ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript and Thai driver's license are required to be submitted with the application package.
- (4) The candidate's eligibility will be based on the ability to achieve the appropriate the English Placement Test (EPT) that is conducted by the Regional Human Resources Office.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

## **TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

E-mail address: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

**\*\* We will only accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.\*\***

**CLOSING DATE FOR THE POSITION: Until Filled**

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**FSN# 2012/129**

**Plumber**

**OPEN TO:** All Interested Candidates

**POSITION:** Plumber, FSN-5; FP-9

**OPENING DATE:** November 16, 2012

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Not Ordinarily Resident (NOR): FP-9

Ordinarily Resident (OR): FSN-5, THB 324,136 per annum (minimum starting salary)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Plumber in the Facilities Management (FM) Office, located on the Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Perform full journeyman level in plumbing trade. Responsible for installation, renovation, modification, preventive maintenance & repair, rebuild of machines, equipment and components associated with the piping and plumbing systems.

**QUALIFICATIONS REQUIRED:**

**NOTES:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. 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 high vocational school in technical fields;

(2) Three years direct experience in maintenance, repair and installation of piping and plumbing;

(3) Level II (Limited Knowledge) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **400** or higher with application, or application will not be considered). The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested. Test score must not be dated more than two years prior the submissions date;

(4) Must be able to drive and possess a valid Thai driver's license;

### **SELECTION PROCESS:**

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

### **ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript and valid Thai driver's license are required to be submitted with the application package.
- (4) The short-list is conditional given that the selected candidates for hire will need to provide a TOEIC score to be considered for an employment offer. **SELECTED CANDIDATES** will be provided two weeks upon notification to present the valid TOEIC score (test score must not be dated more than two years prior the submission date) to the Recruitment office. **ONLY EFM's CAN** substitute a valid EPT score for the TOEIC score.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

### **TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

### **SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

E-mail address: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) with your name and vacancy announcement number and position

title on the subject line. Submit one e-mail per one vacancy announcement number.

\*\* We will **only** accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.\*\*

**CLOSING DATE FOR THE POSITION: Until Filled**

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**FSN# 2012/134 (T)**  
**Carpenter**

**OPEN TO:** All interested Candidates

**POSITION:** Carpenter, FSN-4, FP-AA (Trainee)

**OPENING DATE:** December 28, 2012

**CLOSING DATE:** Until filled

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-4, THB 251,050 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-AA

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Consulate General in Chiang Mai is seeking an individual for the position of Carpenter, located at U.S. Consulate General, 387 Witchayanon Road, **Chiang Mai**.

**BASIC FUNCTIONS REQUIRED:**

The job holder performs full journeyman level in carpentry and building construction trade. H/She also performs wood construction, renovation, installation, preventive maintenance, and repairs on extensive range of small and large wood structures and wood accessories for various Government-held properties.

**QUALIFICATIONS REQUIRED:**

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

- (1) Completion of high school (Mathayom 6) or vocational certificated;
- (2) At least two years of experience in maintenance, repair and construction of carpentry;
- (3) Level II (Limited Knowledge) speaking/reading/writing in Thai and English. The candidate's eligibility will be based on the ability to achieve the appropriate the English Placement Test (EPT) that is conducted by the Regional Human Resources Office;
- (4) Must be able to drive and possess a valid Thai driver's license;
- (5) Have abilities to operate various hand tools, power equipment, and instruments;
- (6) Have skills in manual and mechanical lifting, security, and safety equipment.

**SELECTION PROCESS:**

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

**ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript and a copy of Thai driver's license are required to be submitted with the application package.
- (4) The candidate's eligibility will be based on the ability to achieve the appropriate the English Placement Test (EPT) that is conducted by the Regional Human Resources Office.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

**TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

E-mail address: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

\*\* We will **only** accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.\*\*

**CLOSING DATE FOR THE POSITION: Until filled**

## **Carpenter**

**OPEN TO:** All interested Candidates

**POSITION:** Carpenter, FSN-5, FP-9

**OPENING DATE:** December 21, 2012

**CLOSING DATE:** Until filled

**WORK HOURS:** Full-time; 40 hours/week

### **SALARY:**

Ordinarily Resident (OR): FSN-5, THB 324,136 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-9

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Consulate General in Chiang Mai is seeking an individual for the position of Carpenter, located at U.S. Consulate General, 387 Witchayanon Road, **Chiang Mai**.

### **BASIC FUNCTIONS REQUIRED:**

The job holder performs full journeyman level in carpentry and building construction trade. H/She also performs wood construction, renovation, installation, preventive maintenance, and repairs on extensive range of small and large wood structures and wood accessories for various Government-held properties.

### **QUALIFICATIONS REQUIRED:**

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

- (1) Completion of high school (Mathayom 6) or vocational certificated;
- (2) At least three years of experience in maintenance, repair and construction of carpentry;
- (3) Level II (Limited Knowledge) speaking, reading, writing and understanding of English and Thai (TOEIC score at **400** or higher). \* The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested. Test score must not be dated more than two years prior the submissions date;
- (4) Must be able to drive and possess a valid Thai driver's license;
- (5) Have abilities to operate various hand tools, power equipment, and instruments;
- (6) Have skills in manual and mechanical lifting, security, and safety equipment.

## **SELECTION PROCESS:**

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

## **ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript and valid Thai driver's license are required to be submitted with the application package.
- (4) The short-list is conditional given that the selected candidates for hire will need to provide a TOEIC score to be considered for an employment offer. **SELECTED CANDIDATES** will be provided two weeks upon notification to present the valid TOEIC score (test score must not be dated more than two years prior the submission date) to the Recruitment office. **ONLY EFM's CAN** substitute a valid EPT score for the TOEIC score.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

## **TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

E-mail address: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

**\*\* We will *only* accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.\*\***

**CLOSING DATE FOR THE POSITION: Until filled**

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**FSN# 2012/138 (T)**  
**Carpenter**

**OPEN TO:** All interested Candidates

**POSITION:** Carpenter, FSN-4, FP-AA (Trainee)

**OPENING DATE:** December 7, 2012

**CLOSING DATE:** Until filled

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-4, THB 251,050 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-AA

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Carpenter in the Facilities Management (FM) Office, located on Rajdamri Compound.

**BASIC FUNCTIONS REQUIRED:**

The job holder performs full journeyman level in carpentry and building construction trade. H/She also performs wood construction, renovation, installation, preventive maintenance, and repairs on extensive range of small and large wood structures and wood accessories for various Government-held properties.

**QUALIFICATIONS REQUIRED:**

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

- (1) Completion of high school (Mathayom 6) or vocational certificated;
- (2) At least two years of experience in maintenance, repair and construction of carpentry;
- (3) Level II (Limited Knowledge) speaking/reading/writing in Thai and Level I (Rudimentary Knowledge) speaking/reading/writing in English. The candidate's eligibility will be based on the ability to achieve the appropriate the English Placement Test (EPT) that is conducted by the Regional Human Resources Office;
- (4) Must be able to drive and possess a valid Thai driver's license;
- (5) Have abilities to operate various hand tools, power equipment, and instruments;
- (6) Have skills in manual and mechanical lifting, security, and safety equipment.

**SELECTION PROCESS:**

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

**ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript and a copy of Thai driver's license are required to be submitted with the application package.
- (4) The candidate's eligibility will be based on the ability to achieve the appropriate the English Placement Test (EPT) that is conducted by the Regional Human Resources Office.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

**TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

E-mail address: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

\*\* We will **only** accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.\*\*

**CLOSING DATE FOR THE POSITION: Until filled**

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**FSN# 2012/138**

**Carpenter**

**OPEN TO:** All interested Candidates

**POSITION:** Carpenter, FSN-5, FP-9

**OPENING DATE:** December 7, 2012

**CLOSING DATE:** Until filled

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-5, THB 324,136 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-9

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Carpenter in the Facilities Management (FM) Office, located on Rajdamri Compound.

**BASIC FUNCTIONS REQUIRED:**

The job holder performs full journeyman level in carpentry and building construction trade. H/She also performs wood construction, renovation, installation, preventive maintenance, and repairs on extensive range of small and large wood structures and wood accessories for various Government-held properties.

**QUALIFICATIONS REQUIRED:**

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

- (1) Completion of high school (Mathayom 6) or vocational certificated;
- (2) At least two years of experience in maintenance, repair and construction of carpentry;
- (3) Level II (Limited Knowledge) speaking, reading, writing and understanding of English and Thai (TOEIC score at **400** or higher) \* The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested. Test score must not be dated more than two years prior the submissions date;
- (4) Must be able to drive and possess a valid Thai driver's license;
- (5) Have abilities to operate various hand tools, power equipment, and instruments;
- (6) Have skills in manual and mechanical lifting, security, and safety equipment.

**SELECTION PROCESS:**

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

**ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript and valid Thai driver's license are required to be submitted with the application package.
- (4) The short-list is conditional given that the selected candidates for hire will need to provide a TOEIC score to be considered for an employment offer. **SELECTED CANDIDATES** will be provided two weeks upon notification to present the valid TOEIC score (test score must not be dated more than two years prior the submission date) to the Recruitment office. **ONLY EFM's CAN** substitute a valid EPT score for the TOEIC score.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

**TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

E-mail address: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

\*\* We will **only** accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.\*\*

**CLOSING DATE FOR THE POSITION: Until filled**

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**FSN# 2012/145**

**Chauffeur**

**OPEN TO:** All Interested Candidates

**POSITION:** Chauffeur, FSN-3; FP-BB

**OPENING DATE:** December 28, 2012

**CLOSING DATE:** January 10, 2013

**WORK HOURS:** Full-time; 48 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-3, THB 263,482 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-BB

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Chauffeur in Defense Attaché Officer (DAO), located at 120-122 Wireless Road, Lumpini, Pathumwan, Bangkok.

**BASIC FUNCTION OF POSITION:**

Provides competent and efficient driving necessary to operate safely all assigned DAO vehicles. Individual must be knowledgeable of the changing traffic patterns and all Thai traffic laws. Assignments may involve working extended hours, on weekends or on holidays including temporary duty overnight outside of Bangkok.

**QUALIFICATIONS REQUIRED:**

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

- (1) Completion of Secondary school (Mathayom 6);
- (2) Three-year experience as a professional chauffeur;
- (3) Level II (limited knowledge) speaking/reading/writing Thai and English. \*\*The candidate's eligibility will be based on the ability to achieve the appropriate the English Placement Test (EPT) that is conducted by the Regional Human Resources Office;
- (4) Must very familiar with various routes and traffic patterns in Bangkok;
- (5) Able to drive and possess a valid Thai driver's license;
- (6) Must possess basic knowledge of vehicles for inspection and maintenance.

## **SELECTION PROCESS:**

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

## **ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript and a copy of Thai driver's license are required to be submitted with the application package.
- (4) The candidate's eligibility will be based on the ability to achieve the appropriate the English Placement Test (EPT) that is conducted by the Regional Human Resources Office.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

## **TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

E-mail address: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) with your name and vacancy announcement number and position title on the subject line. (Only one email per position)

**\*\* We will only accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.\*\***

**CLOSING DATE FOR THE POSITION: January 10, 2013**

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**FSN# 2013/1 (T)**

**Computer Management Assistant (Helpdesk)**

**OPEN TO:** All interested Candidates

**POSITION:** Computer Management Assistant (Helpdesk), FSN-6; FP-8 (Trainee)

**OPENING DATE:** January 4, 2013

**CLOSING DATE:** January 17, 2013

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-6, THB 362,706 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-8

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Computer Management Assistant (Helpdesk) in its Information Resources Management Office/ Information System Center (IRM/ISC), located at GPF Witthayu Building, Wireless Road, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Serve as a key technical support provider, providing technical support to Bangkok and Chiang Mai staff on the use of computer system resources. Duties includes WAN, LAN, Server, Workstation and application trouble-shooting, and when necessary user training, as well as resolve telephonically or via remote diagnostic tools those calls that can be resolved without on-site intervention.

**QUALIFICATIONS REQUIRED:**

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

- (1) Bachelors' degree in Computer Science or a closely related field;
- (2) Two years of experience in IT service, administrative function or a related field;
- (3) Level III (Good working knowledge) in both Thai and English (must provide a copy of valid TOEIC score of **600** or higher with application, or application will not be considered); \*\*The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested. Test score must not be dated more than two years prior the submissions date;

(4) Must be proficient in the operation, support and troubleshooting of the Microsoft Operating Systems and Office 2007 products i.e. Windows 2003 Server Active Directory, Exchange, Windows XP, Word, Excel and PowerPoint.

### **SELECTION PROCESS:**

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

### **ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript is required to be submitted with the application package.
- (4) The short-list is conditional given that the selected candidates for hire will need to provide a TOEIC score to be considered for an employment offer. **SELECTED CANDIDATES** will be provided two weeks upon notification to present the valid TOEIC score (test score must not be dated more than two years prior the submission date) to the Recruitment office. **ONLY EFM's CAN** substitute a valid EPT score for the TOEIC score.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

### **TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

### **SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

E-mail address: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

\*\* We will **only** accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.\*\*

**CLOSING DATE FOR THE POSITION: January 17, 2013**

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**FSN# 2013/1**

**Computer Management Assistant (Helpdesk)**

**OPEN TO:** All interested Candidates

**POSITION:** Computer Management Assistant (Helpdesk), FSN-7; FP-7

**OPENING DATE:** January 4, 2013

**CLOSING DATE:** January 17, 2013

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-7, THB 480,033 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-7

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Computer Management Assistant (Helpdesk) in its Information Resources Management Office/Information System Center (IRM/ISC), located at GPF Witthayu Building, Wireless Road, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Serve as a key technical support provider, providing technical support to Bangkok and Chiang Mai staff on the use of computer system resources. Duties includes WAN, LAN, Server, Workstation and application trouble-shooting, and when necessary user training, as well as resolve telephonically or via remote diagnostic tools those calls that can be resolved without on-site intervention.

**QUALIFICATIONS REQUIRED:**

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

- (1) Bachelors' degree in Computer Science or a closely related field;
- (2) Three years of experience in IT service, administrative function or a related field;
- (3) Level III (Good working knowledge) in both Thai and English (must provide a copy of valid TOEIC score of **600** or higher with application, or application will not be considered). \*\*The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested. Test score must not be dated more than two years prior the submissions date;

(4) Must be proficient in the operation, support and troubleshooting of the Microsoft Operating Systems and Office 2007 products i.e. Windows 2003 Server Active Directory, Exchange, Windows XP, Word, Excel and PowerPoint.

### **SELECTION PROCESS:**

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

### **ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript is required to be submitted with the application package.
- (4) The short-list is conditional given that the selected candidates for hire will need to provide a TOEIC score to be considered for an employment offer. **SELECTED CANDIDATES** will be provided two weeks upon notification to present the valid TOEIC score (test score must not be dated more than two years prior the submission date) to the Recruitment office. **ONLY EFM's CAN** substitute a valid EPT score for the TOEIC score.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

### **TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

### **SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

E-mail address: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

\*\* We will **only** accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.\*\*

**CLOSING DATE FOR THE POSITION: January 17, 2013**

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**FSN# 2013/2**  
**Chauffeur**

**OPEN TO:** All Interested Candidates

**POSITION:** Chauffeur, FSN-3; FP-BB

**OPENING DATE:** January 4, 2013

**CLOSING DATE:** January 17, 2013

**WORK HOURS:** Full-time; 48 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-3, THB 263,482 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-BB

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Chauffeur in its General Services Office/Motor Pool (GSO/MT), located at Rajdamri compound, American Embassy, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Drive motor pool sedans, station wagons, vans, trucks and/or buses used in transporting personnel, supplies and equipment for the Embassy and supported agencies. Assignments may involve working extended hours, on weekends or on holidays.

**QUALIFICATIONS REQUIRED:**

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

- (1) Completion of Secondary School (Mathayom 6);
- (2) Two-year experience as a professional chauffeur;
- (3) Level II (limited knowledge) speaking/reading/writing Thai and English. \*\*The candidate's eligibility will be based on the ability to achieve the appropriate the English Placement Test (EPT) that is conducted by the Regional Human Resources Office;
- (4) Familiarity with the Bangkok road system, the location of Thai government offices and nearby cities;
- (5) Able to drive and possess a valid Thai driver's license;
- (6) Possess basic automotive mechanical skill.

## **SELECTION PROCESS:**

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

## **ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript is required to be submitted with the application package.
- (4) The candidate's eligibility will be based on the ability to achieve the appropriate the English Placement Test (EPT) that is conducted by the Regional Human Resources Office.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

## **TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

E-mail address: [bkcrecruitment@state.gov](mailto:bkcrecruitment@state.gov) with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

**\*\* We will *only* accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.\*\***

**CLOSING DATE FOR THE POSITION: January 17, 2013**

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**FSN# 2013/3**  
**Security Technician**

**OPEN TO:** All interested Candidates

**POSITION:** Security Technician, FSN-6, FP-8

**OPENING DATE:** January 4, 2013

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-6, THB 362,706 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-8

**ALL NORDINARILY RESIDENT (NOR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Security Technician in its Engineering Service Center (ESC), located at 95 Wireless Road, American Embassy Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Provide the repair and/or maintenance as well as installation service of unclassified technical security equipment in various designated post under the East Asia and Pacific Region including Bangkok, Chiang Mai, Phnom Penh, Vientiane and Rangoon.

**QUALIFICATIONS REQUIRED:**

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

- (1) Completion of High Vocational Degree in Electronics/Electrical/Mechanical Engineering;
- (2) Five years of experience in major repairs and installation of electrical and heavy duty mechanical equipment;
- (3) Level III (Good Working Knowledge) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **600** or higher with application, or application will not be considered). \*\* The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested. Test score must not be dated more than two years prior the submissions date;
- (4) Must be able to use the Computer Aided Design (CAD) software to create wiring diagrams and drawing the installed equipment;
- (5) Must be able to drive and possess a valid Thai's driver license.

## **SELECTION PROCESS:**

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

## **ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript and a copy of Thai's driver license are required to be submitted with the application package.
- (4) The short-list is conditional given that the selected candidates for hire will need to provide a TOEIC score to be considered for an employment offer. **SELECTED CANDIDATES** will be provided two weeks upon notification to present the valid TOEIC score (test score must not be dated more than two years prior the submission date) to the Recruitment office. **ONLY EFM's CAN** substitute a valid EPT score for the TOEIC score.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

## **TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

E-mail address: [bkcrecruitment@state.gov](mailto:bkcrecruitment@state.gov) with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

\*\* We will **only** accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.\*\*

**CLOSING DATE FOR THE POSITION: Until Filled**

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**FSN# 2013/4  
Secretary**

**OPEN TO:** All interested Candidates

**POSITION:** Secretary, FSN-6,

**OPENING DATE:** January 4, 2013

**CLOSING DATE:** January 17, 2013

**WORK HOURS:** Full time; 40 hours/week

**SALARY:** Ordinarily Resident (OR): FSN-6, THB 362,706 per annum (starting salary)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

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

**BASIC FUNCTIONS REQUIRED:**

The incumbent will assist the Administrative Assistant for the full range of secretarial, clerical services and administrative support and assistance to 8 staff members (2 Principal Regional Advisors and 6 Regional Advisors). The incumbent will also be expected to ensure that efficient and effective administrative office operations are maintained and exercise discretion with respect to activities that may occur in the absence of the Administrative Assistant.

**QUALIFICATIONS REQUIRED:**

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

- (1) Completion of Bachelor's Degree in Business/ Public Administration, International Relations, International Development, Social Science or Arts;
- (2) At least one year of progressive experience in secretarial/ administrative management with private company, and/or other international organization;
- (3) Level III (Good Working Knowledge) speaking, reading, writing and understanding of English and Thai (TOEIC score at **600** or higher) \*\* The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested. Test score must not be dated more than two years prior the submissions date;

- (4) Must have proficiency in word processing with solid working knowledge of spreadsheets, database and other computer programs (Microsoft Word, Excel, PowerPoint and Outlook);
- (5) Must be able to work effectively in a team environment and process excellent communication and interpersonal skills.

### **SELECTION PROCESS:**

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

### **ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript is required to be submitted with the application package.
- (4) The short-list is conditional given that the selected candidates for hire will need to provide a TOEIC score to be considered for an employment offer. **SELECTED CANDIDATES** will be provided two weeks upon notification to present the valid TOEIC score (test score must not be dated more than two years prior the submission date) to the Recruitment office. **ONLY EFM's CAN** substitute a valid EPT score for the TOEIC score.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

### **TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

E-mail address: [bkcrecruitment@state.gov](mailto:bkcrecruitment@state.gov) with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

\*\* We will **only** accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.\*\*

**CLOSING DATE FOR THE POSITION: January 17, 2013**

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**FSN# 2012/128**  
**Supply Clerk**

**OPEN TO:** All interested Candidates (Thai Citizens Only)

**POSITION:** Supply Clerk, FSN-5

**OPENING DATE:** December 21, 2012

**CLOSING DATE:** January 17, 2013

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** Ordinarily Resident (OR): FSN-5, THB 324,136 per annum (starting salary)

The U.S. Embassy in Bangkok is seeking an individual for the position of Supply Clerk in the U.S. Agency for International Development/ Regional Development Mission for Asia/ Executive Office (USAID/RDMA/EXO), located at Athenee Tower, Wireless Road, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Assist in maintaining property accountability records for expendable property (EXP) and non-expendable (NXP). Duties include issuing and receiving supplies; maintaining EXP stock records to ensure adequate stock levels; preparing transaction documents and utilizing automated systems to update NXP records; and assisting in conducting periodic inventories and preparing reports.

**QUALIFICATIONS REQUIRED:**

- (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.
- (2) Minimum of Commercial School is required;
- (3) One year of experience in warehousing management, commodities control and management, or stock inventory management or clerical/administrative service is required;
- (4) Level III (Good Working Knowledge) speaking, reading, writing and understanding of English and Thai (TOEIC score at **600** or higher) \*\*The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested. Test score must be dated more than two years prior the submission date;
- (5) Must be physically fit to lift moderately heavy loads;
- (6) Must have basic computer skills.

**ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.

- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript is required to be submitted with the application package.
- (4) The short-list is conditional given that the selected candidates for hire will need to provide a TOEIC score to be considered for an employment offer. **SELECTED CANDIDATES** will be provided two weeks upon notification to present the valid TOEIC score (test score must not be dated more than two years prior the submission date) to the Recruitment office. **ONLY EFMs CAN** substitute a valid EPT score for the TOEIC score.
- (5) Do not attach a photo on DS-174 or resume.

**TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

E-mail address: [bkcrecruitment@state.gov](mailto:bkcrecruitment@state.gov) with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

**\*\* We will *only* accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.\*\***

**“This is a re-advertisement of announcement from November 29, 2012. Applications previously received will also be considered”**

**CLOSING DATE FOR THE POSITION: January 17, 2013**

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**FSN# 2012/142**

**Receptionist**

**OPEN TO:** All interested Candidates (Thai Citizens Only)

**POSITION:** Receptionist, FSN-4

**OPENING DATE:** December 14, 2012

**CLOSING DATE:** January 17, 2013

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** Ordinarily Resident (OR): FSN-4, THB 251,050 per annum (starting salary)

The U.S. Embassy in Bangkok is seeking an individual for the position of Receptionist in the U.S. Agency for International Development/ Regional Development Mission for Asia/ Executive Office (USAID/RDMA/EXO), located at Athenee Tower, Wireless Road, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Responsible for switchboard operator and receptionist duties for the USAID/RDMA. In addition to receptionist job, the incumbent also provides administrative services to Executive Office as assigned.

**QUALIFICATIONS REQUIRED:**

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

- (1) Completion of High School (Mathayom 6);
- (2) Three years in an office setting, with at least one year working experience in an English-speaking environment;
- (3) Level IV (Fluent) speaking, reading, writing and understanding of Thai, and level III (Good working knowledge) speaking, reading, writing and understanding of English. The candidate's eligibility will be based on the ability to achieve the appropriate the English Placement Test (EPT) that is conducted by the Regional Human Resources Office;
- (4) Able to respond to telephone queries or those from visitors and take messages in English;
- (5) Technical ability to define and understand telephone switchboard operation, basic function of microcomputers and a local area network, software packages (MS Office: Excel, Word, PowerPoint, Outlook). The employee who does not possess these skills upon entry, he/she must be willing to undertake the essential training necessary to achieve the minimum standards of the grade and function.

**ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript is required to be submitted with the application package.
- (4) The candidate's eligibility will be based on the ability to achieve the appropriate the English Placement Test (EPT) that is conducted by the Regional Human Resources Office.
- (5) Do not attach a photo on DS-174 or resume.

**TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

E-mail address: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

**\*\* We will only accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.\*\***

**CLOSING DATE FOR THE POSITION: January 17, 2013**

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