

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# 2012/101 \(T\) / Painter](#)

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

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

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

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

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

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

[FSN# 2013/13 \(T\) / Nurse](#)

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[FSN# 2013/15 \(T\) / Acquisition Assistant](#)

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[FSN# 2013/16 \(T\) / Antenna Technician](#)

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[FSN# 2013/20 \(T\) / Human Resources Assistant \(Training\)](#)

[FSN# 2013/20 / Human Resources Assistant \(Training\)](#)

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 within two years of the application submission date;

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. TOEIC scores, 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 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

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 within two years of the application submission date;

(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. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

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CLOSING DATE FOR THE POSITION: Until filled

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. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

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CLOSING DATE FOR THE POSITION: Until Filled

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 (Starting salary and final grade will be determined by Washington)

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 English (TOEIC score of **400** or higher). **The candidate's eligibility will be based on submission of a qualifying English Language TOEIC score tested no earlier than two years from the submission date;
- (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) If short listed for an interviewed, a valid TOEIC score required prior to interview. The TOEIC must be taken within two years of the application submission date to be considered "VALID". 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. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

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CLOSING DATE FOR THE POSITION: Until Filled

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 (Starting salary and final grade will be determined by Washington)

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.
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- (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:

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- (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.
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CLOSING DATE FOR THE POSITION: Until Filled

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 (Starting salary and final grade will be determined by Washington)

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BASIC FUNCTIONS REQUIRED:

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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 (TOEIC score of **400** or higher). **The candidate's eligibility will be based on submission of a qualifying English Language TOEIC score tested no earlier than two years from the submission 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:

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ADDITIONAL SELECTION CRITERIA:

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- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

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- (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. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

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CLOSING DATE FOR THE POSITION: Until Filled

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 (Starting salary and final grade will be determined by Washington)

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:

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E-mail address: 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

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 (Starting salary and final grade will be determined by Washington)

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 Thai and English (TOEIC score at **400** or higher). **The candidate's eligibility will be based on submission of a qualifying English Language TOEIC score tested no earlier than two years from the submission 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) If short listed for an interviewed, a valid TOEIC score required prior to interview. The TOEIC must be taken within two years of the application submission date to be considered "VALID". 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. TOEIC scores, 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 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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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

FSN# 2012/145

Chauffeur

OPEN TO: All Interested Candidates

POSITION: Chauffeur, FSN-3; FP-BB

OPENING DATE: January 25, 2013

CLOSING DATE: February 7, 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 equally qualified, U.S. Citizen Eligible Family Members (US EFMs) and U.S. Veterans who are legally residing in the country 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 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: February 7, 2013

“This is a re-advertisement of announcement from December 28, 2012. Applications previously received will also be considered” Only shortlisted candidates will be notified.”

FSN# 2013/2
Chauffeur

OPEN TO: All Interested Candidates

POSITION: Chauffeur, FSN-3; FP-BB

OPENING DATE: January 25, 2013

CLOSING DATE: Until filled

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 equally qualified, U.S. Citizen Eligible Family Members (US EFMs) and U.S. Veterans who are legally residing in the country 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

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CLOSING DATE FOR THE POSITION: Until filled

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 (Starting salary and final grade will be determined by Washington)

ALL NON-ORDINARILY 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 Thai and English (TOEIC score of **600** or higher). **The candidate's eligibility will be based on submission of a qualifying English Language TOEIC score tested no earlier than two years from the submission 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) If short listed for an interviewed, a valid TOEIC score required prior to interview. The TOEIC must be taken within two years of the application submission date to be considered "VALID". ONLY EFMs 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. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

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CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2013/13 (T)

Nurse

OPEN TO: All interested Candidates

POSITION: Nurse, FSN-7, FP-7 (Trainee)

OPENING DATE: January 25, 2013

CLOSING DATE: February 7, 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 (Position Grade to be confirmed by Washington)

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 Nurse in its Joint US Military Advisory Group Thailand (JUSMAGTHAI) Office, located on the 7 Sathorn-tai Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Serve as a Health benefits advisor and healthcare clinician for referral/case/utilization manager to United States Department of Defense beneficiaries enrolled in TRICARE Prime

QUALIFICATIONS REQUIRED:

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

- (1) Bachelor's Degree in Nursing with licensing requirements of nurse practicing in Thailand (must provide a copy of the license);
- (2) At least two years of experience in nursing, healthcare and therapy;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);
- (4) Must have knowledge of patient records and charts as well as medical procedures and diagnoses;
- (5) Experience with Microsoft software (Word, Excel, PowerPoint, etc).

SELECTION PROCESS:

When equally qualified, U.S. Citizen Eligible Family Members (US EFMs) and U.S. Veterans who are legally residing in the country 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 TOEIC must be taken within two years of the application submission date to be considered "VALID". ONLY EFMs 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. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

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CLOSING DATE FOR THE POSITION: February 7, 2013

FSN# 2013/13

Nurse

OPEN TO: All interested Candidates

POSITION: Nurse, FSN-8, FP-6

OPENING DATE: January 25, 2013

CLOSING DATE: February 7, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-8, THB 574,907 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-6 (Position Grade to be confirmed by Washington)

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 Nurse in its Joint US Military Advisory Group Thailand (JUSMAGTHAI) Office, located on the 7 Sathorn-tai Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Serve as a Health benefits advisor and healthcare clinician for referral/case/utilization manager to United States Department of Defense beneficiaries enrolled in TRICARE Prime

QUALIFICATIONS REQUIRED:

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

- (1) Bachelor's Degree in Nursing with licensing requirements of nurse practicing in Thailand (must provide a copy of the license);
- (2) At least three years of experience in nursing, healthcare and therapy;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);
- (4) Must have knowledge of patient records and charts as well as medical procedures and diagnoses;
- (5) Experience with Microsoft software (Word, Excel, PowerPoint, etc).

SELECTION PROCESS:

When equally qualified, U.S. Citizen Eligible Family Members (US EFM)s and U.S. Veterans who are legally residing in the country 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 TOEIC must be taken within two years of the application submission date to be considered "VALID". 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. TOEIC scores, 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 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: February 7, 2013

FSN# 2013/15 (T)
Acquisition Assistant

OPEN TO: All Interested Candidates

POSITION: Acquisition Assistant, FSN-7 (Trainee)

OPENING DATE: February 1, 2013

CLOSING DATE: February 21, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-7, THB 480,033 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 Acquisition Assistant in the U.S. Agency for International Development/Asia Regional Training Center (USAID/ARTC) located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serves as an Acquisition Agent providing overall procurement support related to the Asia Regional Training Center (ARTC) and also supports U.S. Agency for International Development/Regional Development Mission for Asia (USAID/RDMA) including China, Vietnam, Burma, Laos, and other South-Asia missions. He/she procures a variety of commodities and services by contract, purchase order (PO), blanket purchase agreement, or delivery order from local and off-shore sources. Off-shore sources include but are not limited to required suppliers such as GSA contract vendors. The job holder is also responsible for contract negotiation and leasing requirements for regional posts as well as determining best value to the government and negotiating price, payment terms, and other aspects of the contract. The incumbent prepares payment vouchers as necessary, ensures that all documentation pertaining to any procurement action is promptly filed and/or distributed to appropriate parties, and also ensures contracts are closed out in a timely manner. The incumbent will serve as the backup sub cashier in the absence of the incumbent who is responsible for the duty as a primary function.

QUALIFICATIONS REQUIRED:

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

(1) Bachelor's Degree in Accounting, Finance, Business, Economics or related degree in Social Science or Arts;

- (2) At least two years of experience in procurement, contract management, logistics or a related field with international organization or English-speaking environment;
- (3) Level IV (Fluent) speaking, reading, writing and understanding of Thai and English (TOEIC score of **855** or higher);
- (4) Must possess exceptional interpersonal skills with an ability to interact with a diverse population of clients, vendors, and contractors in the context of contract management and administration;
- (5) Must be able to adeptly and clearly articulate the U.S. government's requirements, rules, and regulations as well as negotiate and articulate specific issues related to a specific procurement;
- (6) Must be skilled in determining the responsiveness of price and/or cost proposals through analysis of cost elements, and have excellent writing skills to be able to write negotiation memos that clearly explain why a vendor/contractor is the best value taking into consideration cost and technical requirements.

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 English TOEIC score tested within two years of the application submission date.
- (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) Any other documentation (e.g. TOEIC scores, 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 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: February 21, 2013

FSN# 2013/15
Acquisition Assistant

OPEN TO: All Interested Candidates

POSITION: Acquisition Assistant, FSN-8

OPENING DATE: February 1, 2013

CLOSING DATE: February 21, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-8, THB 574,907 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 Acquisition Assistant in the U.S. Agency for International Development/Asia Regional Training Center (USAID/ARTC) located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serves as an Acquisition Agent providing overall procurement support related to the Asia Regional Training Center (ARTC) and also supports U.S. Agency for International Development/Regional Development Mission for Asia (USAID/RDMA) including China, Vietnam, Burma, Laos, and other South-Asia missions. He/she procures a variety of commodities and services by contract, purchase order (PO), blanket purchase agreement, or delivery order from local and off-shore sources. Off-shore sources include but are not limited to required suppliers such as GSA contract vendors. The job holder is also responsible for contract negotiation and leasing requirements for regional posts as well as determining best value to the government and negotiating price, payment terms, and other aspects of the contract. The incumbent prepares payment vouchers as necessary, ensures that all documentation pertaining to any procurement action is promptly filed and/or distributed to appropriate parties, and also ensures contracts are closed out in a timely manner. The incumbent will serve as the backup sub cashier in the absence of the incumbent who is responsible for the duty as a primary function.

QUALIFICATIONS REQUIRED:

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

(1) Bachelor's Degree in Accounting, Finance, Business, Economics or related degree in Social Science or Arts;

- (2) At least three years of experience in procurement, contract management, logistics or a related field with international organization or English-speaking environment;
- (3) Level IV (Fluent) speaking, reading, writing and understanding of Thai and English (TOEIC score of **855** or higher);
- (4) Must possess exceptional interpersonal skills with an ability to interact with a diverse population of clients, vendors, and contractors in the context of contract management and administration;
- (5) Must be able to adeptly and clearly articulate the U.S. government's requirements, rules, and regulations as well as negotiate and articulate specific issues related to a specific procurement;
- (6) Must be skilled in determining the responsiveness of price and/or cost proposals through analysis of cost elements, and have excellent writing skills to be able to write negotiation memos that clearly explain why a vendor/contractor is the best value taking into consideration cost and technical requirements.

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 English TOEIC score tested within two years of the application submission date.
- (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) Any other documentation (e.g. TOEIC scores, 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 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: February 21, 2013

FSN# 2013/16 (T)
Antenna Technician

OPEN TO: All interested Candidates

POSITION: Antenna Technician, FSN-6, FP-8, Trainee

OPENING DATE: February 1, 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 (Position Grade to be confirmed by Washington)

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

The Board for International Broadcasting is seeking an individual for the position of Antenna Technician in the International Broadcasting Bureau, Thailand Transmitter Site (IBB/TTS), located at Amphur Ban Dung, Udon Thani Province.

BASIC FUNCTIONS REQUIRED:

Performs preventative and corrective maintenance on 25 curtain antennas, towers, ground works switching equipment, delay lines, and balanced transmission lines. The incumbent climbs towers and works on suspended rigs to accomplish maintenance activities on curtain antennas and screens. Must be familiar with safety practices for working at heights up to 500 feet. Also required to troubleshoot and repair electronics equipment to the component level.

QUALIFICATIONS REQUIRED:

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

- (1) Completion of Vocational College or Commercial School;
- (2) At least two years of experience as an antenna rigger, transmitter repair technician or electrical power line installation or maintenance;
- (3) Level III (good working knowledge) speaking/reading/writing in Thai and level II (rudimentary knowledge) speaking/reading/writing in English (must provide a copy of valid TOEIC score of **400** or higher with application, or application will not be considered);

- (4) Ability to use with full competence all the tools involved in the rigging trade and must be able to climb antenna towers up to 500 feet in height to perform the required maintenance;
- (5) Must have a basic computer skill;
- (6) Must possess a valid driving license.

SELECTION PROCESS:

When equally qualified, U.S. Citizen Eligible Family Members (US EFMs) and U.S. Veterans who are legally residing in the country 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 TOEIC must be taken within two years of the application submission date to be considered "VALID". ONLY EFMs 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. TOEIC scores, 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 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

FSN# 2013/16
Antenna Technician

OPEN TO: All interested Candidates

POSITION: Antenna Technician, FSN-7, FP-7

OPENING DATE: February 1, 2013

CLOSING DATE: Until filled

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 (Position Grade to be confirmed by Washington)

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

The Board for International Broadcasting is seeking an individual for the position of Antenna Technician in the International Broadcasting Bureau, Thailand Transmitter Site (IBB/TTS), located at Amphur Ban Dung, Udon Thani Province.

BASIC FUNCTIONS REQUIRED:

Performs preventative and corrective maintenance on 25 curtain antennas, towers, ground works switching equipment, delay lines, and balanced transmission lines. The incumbent climbs towers and works on suspended rigs to accomplish maintenance activities on curtain antennas and screens. Must be familiar with safety practices for working at heights up to 500 feet. Also required to troubleshoot and repair electronics equipment to the component level.

QUALIFICATIONS REQUIRED:

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

- (1) Completion of Vocational College or Commercial School;
- (2) At least three years of experience as an antenna rigger, transmitter repair technician or electrical power line installation or maintenance;
- (3) Level III (good working knowledge) speaking/reading/writing in Thai and level II (rudimentary knowledge) speaking/reading/writing in English (must provide a copy of valid TOEIC score of **400** or higher with application, or application will not be considered);

- (4) Ability to use with full competence all the tools involved in the rigging trade and must be able to climb antenna towers up to 500 feet in height to perform the required maintenance;
- (5) Must have a basic computer skill;
- (6) Must possess a valid driving license.

SELECTION PROCESS:

When equally qualified, U.S. Citizen Eligible Family Members (US EFM) and U.S. Veterans who are legally residing in the country 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 TOEIC must be taken within two years of the application submission date to be considered "VALID". ONLY EFM 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. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

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CLOSING DATE FOR THE POSITION: Until filled

FSN# 2013/20 (T)

Human Resources Assistant (Training)

OPEN TO: All Interested Candidates

POSITION: Human Resources Assistant (Training), FSN-6 (Trainee Level)

OPENING DATE: February 1, 2013

CLOSING DATE: February 21, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-6, THB 362,706 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 Human Resources Assistant (Training) in the U.S. Agency for International Development/ Regional Development Mission for Asia (USAID/RDMA) Executive Office (EXO), located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

The incumbent provides complete oversight for RDMA and its constituent posts' trainings and employee development programs and activities. The incumbent is mainly responsible for developing short and long-term training and development goals, including designing, coordinating, facilitating and managing the development activities of all employees. In addition, the incumbent coordinates award programs, Thai student intern and U.S. summer hire programs as well as assist with travel authorizations and general human resources management functions.

QUALIFICATIONS REQUIRED:

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

- (1) Bachelor degree in Human Resources Management/Development, Business Administration, Social Sciences or Arts;
- (2) At least two years of progressively related experience in Human Resources Management or Development with Multi/international organization;
- (3) Level IV (Fluent) speaking, reading, writing and understanding of Thai and English (TOEIC score of **855** or higher);

- (4) Good working knowledge and understanding of professional Human Resources Management/ Development principles, theories, and practices;
- (5) Ability to perform a broad range of personnel administration i.e. training and development, Award administration, HRIS, advisory and other human resources administrative services;
- (6) Proficient in computer and standard office software. Ability to plan, organize, meet deadlines, set priorities, and communicate effectively with individual at all levels of an organization.

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 English TOEIC score tested within two years of the application submission date.
- (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:

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CLOSING DATE FOR THE POSITION: February 21, 2013

FSN# 2013/20

Human Resources Assistant (Training)

OPEN TO: All Interested Candidates

POSITION: Human Resources Assistant (Training), FSN-7

OPENING DATE: February 1, 2013

CLOSING DATE: February 21, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY:

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

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- (4) Good working knowledge and understanding of professional Human Resources Management/ Development principles, theories, and practices;
- (5) Ability to perform a broad range of personnel administration i.e. training and development, Award administration, HRIS, advisory and other human resources administrative services;
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