

The U.S. Embassy in Bangkok provides equal opportunity, and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. We also strive to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

*Please note that some positions open for both full performance grade level and trainee grade level (T) in order to provide boarder opportunities for anyone having less experience than the requirement of full performance grade level.*

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the main job page ([http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html)) carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline of each vacancy.

**Failure to follow the instructions will invalidate your 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 medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.
- (9) ONLY EFMS can substitute a valid EPT score for the TOEIC score.
- (10) 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. *\*As of April 1, 2014, any U.S. veteran who accepts a locally recruited position abroad may not invoke this preference again with the same agency at the same post. Exception: Any preference-eligible veteran employed before April 1, 2014 may invoke the Veteran's Hiring Preference once more with the same agency;*
- (11) According to Section 311 of the Foreign Service Act of 1980, as amended, gives US EFMs and preference-eligible US Veteran a hiring preference.

*Remark: Only additional selection criteria no.1-9 are applied for USAID*

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We are currently accepting applications for the following positions:

**Vacancy Announcement No. / Position Title**

[FSN# 2014/109 \(T\) / Engineering Assistant](#)

[FSN# 2014/109 / Engineering Assistant](#)

[FSN# 2014/123 \(T\) / Medical Research Scientist](#)

[FSN# 2014/123 / Medical Research Scientist](#)

[FSN# 2014/138 / Project Voucher Examiner](#)

[FSN# 2015/01 / Surveillance Detection Guard](#)

[FSN# 2015/03 \(T\) / Medical Equipment Technician](#)

[FSN# 2015/03 / Medical Equipment Technician](#)

[FSN#2015/04 / Chauffeur \(2 positions\)](#)

[FSN# 2015/05 / Public Health Specialist \(Global Health Security\)](#)

[FSN# 2014/07 \(T\) / Financial Analyst \(3 positions\)](#)

[FSN# 2014/07 / Financial Analyst \(3 positions\)](#)

[FSN# 2015/09 \(T\) / Purchasing Agent](#)

[FSN# 2015/09 / Purchasing Agent](#)

[FSN# 2015/10 / Security Investigator](#)

[FSN# 2015/11 / Administrative Clerk](#)

[FSN# 2015/12 / Administrative Assistant](#)

[FSN# 2015/13 / Chauffeur](#)

[FSN# 2015/14 / Civil Engineer](#)

[FSN# 2015/15 / Electrical/Mechanical Engineer](#)

[FSN# 2015/16 / Shipment Assistant](#)

[FSN 2015/17 / Program Management Specialist](#)

[FSN# 2015/18 \(T\) / Project Management Specialist \(Agriculture\)](#)

[FSN# 2015/18 / Project Management Specialist \(Agriculture\)](#)

[FSN# 2015/19 \(T\) / Security Investigator](#)

[FSN# 2015/19 / Security Investigator](#)

[FSN# 2015/20 / Mail Clerk](#)

[FSN# 2015/22\(T\) / Surveillance Detection Coordinator](#)

[FSN# 2015/22 / Surveillance Detection Coordinator](#)

**FSN# 2014/109 (T)**  
**Engineering Assistant**

**OPEN TO:** All Interested Candidates

**POSITION:** Engineering Assistant, FSN-8, FP-6, Trainee

**OPENING DATE:** September 19, 2014

**CLOSING DATE:** Until filled

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

**SALARY:**

Ordinarily Resident (OR): FSN-8, THB 574,907 per annum (Minimum 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 Engineering Assistant in its Facilities Management section, American Embassy Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Work cooperatively within the Engineering Division. The Job Holder will have primary responsibilities for quantity surveying, project supervision, inspection, and collaborative responsibility in project design.

**QUALIFICATIONS REQUIRED:**

*All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.*

- (1) Bachelor's Degree in Mechanical or Electrical Engineering;
- (2) A minimum of two years progressive experience in maintenance and repair or construction engineering field from multinational organization. Must have an experience in direction and control of planning, design, construction, cost estimating, inspection of facilities, and scheduling work, including writing Bill of Materials, and preparing engineering/technical documents;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 855 before the deadline; otherwise, application will not be considered);
- (4) Must have a first level of Thai Professional Engineering License and valid local driving license. (Copy of licenses is required with application);
- (5) Ability to manage, supervise and train a maintenance workforce, manage large amounts of written data and documentation, read/interpret schematic diagrams, blueprints and technical handbooks;
- (6) Ability to operate computers in both English and Thai and work harmoniously with other Embassy personal;

**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.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website: [http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

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

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**FSN# 2014/109**  
**Engineering Assistant**

**OPEN TO:** All Interested Candidates

**POSITION:** Engineering Assistant, FSN-9, FP-5 (Step 1 thru 4)

**OPENING DATE:** September 19, 2014

**CLOSING DATE:** Until filled

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

**SALARY:**

Ordinarily Resident (OR): FSN-9, THB 640,463 per annum (Minimum starting salary)

Not Ordinarily Resident (NOR): FP-5 (Step 1 thru 4) (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 Engineering Assistant in its Facilities Management section, American Embassy Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Work cooperatively within the Engineering Division. The Job Holder will have primary responsibilities for quantity surveying, project supervision, inspection, and collaborative responsibility in project design.

**QUALIFICATIONS REQUIRED:**

*All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.*

- (1) Bachelor's Degree in Mechanical or Electrical Engineering;
- (2) A minimum of three years progressive experience in maintenance and repair or construction engineering field from multinational organization. Must have an experience in direction and control of planning, design, construction, cost estimating, inspection of facilities, and scheduling work, including writing Bill of Materials, and preparing engineering/technical documents;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 855 before the deadline; otherwise, application will not be considered);
- (4) Must have a first level of Thai Professional Engineering License and valid local driving license. (Copy of licenses is required with application);
- (5) Ability to manage, supervise and train a maintenance workforce, manage large amounts of written data and documentation, read/interpret schematic diagrams, blueprints and technical handbooks;
- (6) Ability to operate computers in both English and Thai and work harmoniously with other Embassy personal;

**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.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website: [http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

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

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**FSN# 2014/123 (T)**  
**Medical Research Scientist**

**OPEN TO:** All Interested Candidates

**POSITION:** Medical Research Scientist, FSN-9, FP-5(Step 1 thru 4), Trainee

**OPENING DATE:** October 17, 2014

**CLOSING DATE:** Until Filled

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

**SALARY:**

Ordinarily Resident (OR): FSN-9 \$640,463 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-5 (Step 1 thru 4) (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 Medical Research Scientist, in its Department of Enteric Diseases, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6, Rajvithi Road, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

*All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.*

Serve as the supervisor of Molecular Genetics sub-section in the Department of Enteric Diseases. Responsible for the development of oligonucleotide primers and probes, Polymerase Chain Reaction(PCR), DNA Fingerprinting and DNA Sequencing techniques in the identification and detailed study of enteric pathogens causing diarrheal disease. Involve in planning stages of the study, recommends research approaches to senior scientists with full discussion of research objectives, research implications and alternatives. Selects appropriate laboratory procedures, makes modifications as needed for the research assignment and assures that laboratory results are properly maintained. Performs data analysis and involved in preparation of manuscripts for publication in scientific journals. Controls the quality of the laboratory work performed in the section.

**QUALIFICATIONS REQUIRED:**

- (1) Master degree in Molecular Biology, Biochemistry or Microbiology field;
- (2) At least four years experiences in conducting various types of molecular biology work;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least 855 can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);

- (4) Able to verify and analyze the results of the studies, prepare reports for publication or write established methodologies as Standard Operating Procedures (SOP);
- (5) Able to operate normal equipment and scientific 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.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

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**Failure to follow the instructions will invalidate your application.**

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

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**FSN# 2014/123**  
**Medical Research Scientist**

**OPEN TO:** All Interested Candidates

**POSITION:** Medical Research Scientist, FSN-10, FP-5(Step 5 thru 14)

**OPENING DATE:** October 17, 2014

**CLOSING DATE:** Until Filled

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

**SALARY:**

Ordinarily Resident (OR): FSN-10 \$760,852 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-5(Step 5 thru 14) (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 Medical Research Scientist, in its Department of Enteric Diseases, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6, Rajvithi Road, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Serve as the supervisor of Molecular Genetics sub-section in the Department of Enteric Diseases. Responsible for the development of oligonucleotide primers and probes, Polymerase Chain Reaction(PCR), DNA Fingerprinting and DNA Sequencing techniques in the identification and detailed study of enteric pathogens causing diarrheal disease. Involve in planning stages of the study, recommends research approaches to senior scientists with full discussion of research objectives, research implications and alternatives. Selects appropriate laboratory procedures, makes modifications as needed for the research assignment and assures that laboratory results are properly maintained. Performs data analysis and involved in preparation of manuscripts for publication in scientific journals. Controls the quality of the laboratory work performed in the section.

**QUALIFICATIONS REQUIRED:**

*All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.*

- (1) Master degree in Molecular Biology, Biochemistry or Microbiology field;
- (2) At least five years experiences in conducting various types of molecular biology work;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least 855 can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);

- (4) Able to verify and analyze the results of the studies, prepare reports for publication or write established methodologies as Standard Operating Procedures (SOP)
- (5) Able to operate normal equipment and scientific 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.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website: [http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

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

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**FSN# 2014/138**  
**Project Voucher Examiner**

**OPEN TO:** All Interested Candidates

**POSITION:** Project Voucher Examiner, FSN-8

**OPENING DATE:** December 18, 2014

**CLOSING DATE:** Until filled

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

**LENGTH OF HIRE:** Temporary position – one year

**SALARY:**

Ordinarily Resident (OR): FSN-8 \$574,907 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 Project Voucher Examiner in the U.S. Agency for International Development (USAID)/ Office of Financial Management (OFM), located at Athenee Tower, Wireless Road, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

The incumbent serves as the Project Voucher Examiner (one year fixed-term) of USAID/RDMA/OFM. S/He is responsible for examining and processing USAID vouchers for payment for the Missions in Thailand (RDMA), Burma, Vietnam, and East Timor; and for the USAID's non presence countries in Laos and China. S/He is also responsible for monitoring file retention system for processed vouchers and supporting documentation ensuring that all records are retained in accordance to USAID and USG regulations.

**QUALIFICATIONS REQUIRED:**

- (1) An university degree in Accounting, Auditing, or related to Financial Management, Finance, Economic, Social Science, Business Administration, or a related field;
- (2) At least three year of experiences in voucher examination, accounts payable functions, or accounting related fields with a U.S. Government agency or an international organization;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least **855** can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);
- (4) Have computer literate on computerized accounting applications;

- (5) Have a sound knowledge of financial spreadsheets and international accounting procedures;
- (6) Have basic filing skills.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

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**Failure to follow the instructions will invalidate your application.**

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

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**FSN# 2015/01**

**Surveillance Detection Guard**

**OPEN TO:** All Interested Candidates

**POSITION:** Surveillance Detection Guard, FSN-4, FP-AA

**OPENING DATE:** January 9, 2015

**CLOSING DATE:** Until Filled

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

**SALARY:**

Ordinarily Resident (OR): FSN-4 \$ 251,050 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-AA (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 Surveillance Detection Guard in its Regional Security Office (RSO) office located at 120 – 122 Wireless Road, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

To observe, detect and report potential acts of hostile surveillance against U.S. Mission Thailand facilities and personnel. Position will report to the surveillance detection team coordinator who reports to the Senior Regional Security Officer or his/her designate. Specialists will be required to work primary outdoors, be proficient in the use of digital camera and mobile telephone technology.

**QUALIFICATIONS REQUIRED:**

- (1) Completion of high school;
- (2) At least one year of security related experience;
- (3) Level III (Good Working Knowledge) speaking, reading, writing and understanding of Thai and Level II (Limited Knowledge) of English (Provide a copy of valid TOEIC score of at least 400, or pass the English Placement Test (EPT) that is conducted by the Regional Human Resources Office);
- (4) Must not have any physical limitations, know how to operate a bicycle or motorcycle safely, and possess a valid Thai car and motorcycle driver's license (a copy of Thai car and motorcycle driver's license is required with application);
- (5) Ability to work independently and outside in all kinds of weather conditions, observe patterns of behavior, and operate photographic and mobile phone 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.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website: [http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

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

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**FSN# 2015/03 (T)**  
**Medical Equipment Technician**

**OPEN TO:** All interested candidates

**POSITION:** Medical Equipment Technician, FSN-6, FP-8, Trainee

**OPENING DATE:** December 27, 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 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 Medical Equipment Technician in its Department of Logistics, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6, Rajvithi Road, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Calibrates, maintains, repairs and qualifies advanced biomedical and laboratory analysis equipment. Supervises and trains medical equipment technicians during preventive maintenance, checks and services (PMCS) and repair of basic biomedical and laboratory support equipment.

**QUALIFICATIONS REQUIRED:**

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

- (1) At least 2 years of full time post-secondary study at college or university (high vocational school) is required;
- (2) At least 2 years of experience in medical equipment or electronics repair is required;
- (3) Level III (Good Working Knowledge) speaking/reading/writing in Thai and English (valid TOEIC score of **600** or higher);
- (4) Able to develop and complete calibration result worksheets that allow for equipment to be used in clinical studies.
- (5) Able to supervise and train basic medical equipment technicians during PMCS and repair.

**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.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

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**Failure to follow the instructions will invalidate your application.**

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

**“This is a re-advertisement of announcement from 12/27/2013 (FSN#2013/115(T)). Applications previously received will also be considered.”**

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**FSN# 2015/03**

**Medical Equipment Technician**

**OPEN TO:** All interested candidates

**POSITION:** Medical Equipment Technician, FSN-7, FP-7

**OPENING DATE:** December 27, 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

**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 Medical Equipment Technician in its Department of Logistics, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6, Rajvithi Road, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Calibrates, maintains, repairs and qualifies advanced biomedical and laboratory analysis equipment. Supervises and trains medical equipment technicians during preventive maintenance, checks and services (PMCS) and repair of basic biomedical and laboratory support equipment.

**QUALIFICATIONS REQUIRED:**

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

- (1) At least 2 years of full time post-secondary study at college or university (high vocational school) is required;
- (2) At least 3 years of experience in medical equipment or electronics repair is required;
- (3) Level III (Good Working Knowledge) speaking/reading/writing in Thai and English (valid TOEIC score of **600** or higher);
- (4) Able to develop and complete calibration result worksheets that allow for equipment to be used in clinical studies.
- (5) Able to supervise and train basic medical equipment technicians during PMCS and repair.

**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.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

[http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

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

**“This is a re-advertisement of announcement from 12/27/2013 (FSN#2013/115). Applications previously received will also be considered.”**

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**FSN#2015/04 (2 positions)**

**Chauffeur**

**OPEN TO:** All Interested Candidates

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

**OPENING DATE:** January 16, 2015

**CLOSING DATE:** Until filled

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

**SALARY:**

Ordinarily Resident (OR): FSN-3 ₪ 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, 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 (Provide a copy of valid TOEIC score of at least **400**, or pass 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) Ability to drive and possess a valid Thai driver's license (a copy of Thai driver's license is required with application);
- (6) Possess 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.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website: [http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

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

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**FSN# 2015/05**  
**Public Health Specialist (Global Health Security)**

**OPEN TO:** All Interested Candidates

**POSITION:** Public Health Specialist (Global Health Security), FSN-11, FP-4

**OPENING DATE:** January 23, 2015

**CLOSING DATE:** February 12, 2015

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

**SALARY:**

Ordinarily Resident (OR): FSN-11 \$1,179,069 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-4 (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 Public Health Specialist (Global Health Security) in its U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

**BASIC FUNCTIONS REQUIRED:**

Serve as the senior coordinator for CDC's implementation of global health security (GHS) activities in Thailand and regionally. The incumbent works closely with partners in the Ministry of Public Health, other Thai Government agencies, other US Government agencies and non-government entities to support implementation of the Global Health Security Agenda, which outlines coordinated actions and specific, measurable steps toward preventing outbreaks, detecting biological threats early, and rapidly responding to disease outbreaks. The incumbent is CDC Thailand's expert on GHS and oversees and implements related program planning, implementation, monitoring, and reporting. He/she should have good understanding of GHS management and basic understanding of Thailand public health entities and Thai MoPH responsibilities. Incumbent is responsible for independently making limited changes to organization's GHS policy/strategy by identifying ways in which existing policies related to implementation of GHS strategies in Thailand can be modified or improved to better fit the needs of CDC's Division for Global Health Protection (DGHP) in Thailand.

**QUALIFICATIONS REQUIRED:**

*All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.*

- (1) Master Degree in Public Health, Public Administration, Emergency Management, or Health Policy and Management is required;
- (2) At least 5 years of experience planning, coordinating and implementing public health programs with national and international partners, emergency planning or related health security experiences are required;

(3) Level IV (Fluent) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least 855 can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);

(4) Have some knowledge in at least one of the following areas: infectious disease detection, prevention and response; disease surveillance, emergency management, biosafety & biosecurity, or emergency operation centers;

(5) Able to provide technical oversight for GHS expenditures in the field;

(6) Able to develop formal proposals, protocols, and briefing documents.

### **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.

### **TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

[http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** February 12, 2015

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**FSN# 2015/07 (T) (3 positions)  
Financial Analyst**

**OPEN TO:** All Interested Candidates

**POSITION:** Financial Analyst, FSN-9 (Trainee)

**OPENING DATE:** January 23, 2015

**CLOSING DATE:** February 19, 2015

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

**SALARY:**

Ordinarily Resident (OR): FSN-9 \$640,463 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 Financial Analyst in the U.S. Agency for International Development (USAID)/ Office of Financial Management (OFM), located at Athenee Tower, Wireless Road, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

The incumbent serves as the financial management expert and the Regional Controller's representative to Technical Teams for the regional programs in Thailand, Singapore, Malaysia, Philippines, Indonesia, Laos, China, Tibet, and independent USAID missions in Burma, Vietnam and Timor-Leste. S/He provides expert advice on the development, implementation, and evaluation of the financial elements of development projects from conception to completion and close-out. S/He also assesses and analyzes the institutional financial management, internal controls, and audit capabilities of local partners, including host country government ministries, local Non-Governmental Organizations (NGOs), and other local organizations. S/He periodically travels to project sites to provide assistance.

**QUALIFICATIONS REQUIRED:**

*All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.*

- (1) Completion of Bachelor's degree in accounting or finance with CPA certification;
- (2) At least four years of progressively responsible experience in auditing or accounting;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least **855** can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);

- (4) Must have ability to inspire, and communicate clearly and effectively with internal USAID employees and external partners to foster and maintain an effective professional network and working relationships to perform work tasks, such as review of systems for programs/projects
- (5) Must possess excellent interpersonal skills.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website: [http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** February 19, 2015

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**FSN# 2015/07 (3 positions)**

**Financial Analyst**

**OPEN TO:** All Interested Candidates

**POSITION:** Financial Analyst, FSN-10

**OPENING DATE:** January 23, 2015

**CLOSING DATE:** February 19, 2015

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

**SALARY:**

Ordinarily Resident (OR): FSN-10 \$760,852 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 Financial Analyst in the U.S. Agency for International Development (USAID)/ Office of Financial Management (OFM), located at Athenee Tower, Wireless Road, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

The incumbent serves as the financial management expert and the Regional Controller's representative to Technical Teams for the regional programs in Thailand, Singapore, Malaysia, Philippines, Indonesia, Laos, China, Tibet, and independent USAID missions in Burma, Vietnam and Timor-Leste. S/He provides expert advice on the development, implementation, and evaluation of the financial elements of development projects from conception to completion and close-out. S/He also assesses and analyzes the institutional financial management, internal controls, and audit capabilities of local partners, including host country government ministries, local Non-Governmental Organizations (NGOs), and other local organizations. S/He periodically travels to project sites to provide assistance.

**QUALIFICATIONS REQUIRED:**

*All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.*

- (1) Completion of Bachelor's degree in accounting or finance with CPA certification;
- (2) At least five years of progressively responsible experience in auditing or accounting;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least **855** can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);

- (4) Must have ability to inspire, and communicate clearly and effectively with internal USAID employees and external partners to foster and maintain an effective professional network and working relationships to perform work tasks, such as review of systems for programs/projects
- (5) Must possess excellent interpersonal skills.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website: [http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** February 19, 2015

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**FSN# 2015/09 (T)**  
**Purchasing Agent**

**OPEN TO:** All Interested Candidates

**POSITION:** Purchasing Agent, FSN-6, FP-8 (Trainee)

**OPENING DATE:** January 30, 2015

**CLOSING DATE:** February 12, 2015

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

**SALARY:**

Ordinarily Resident (OR): FSN-6 B362,706 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 U.S. Embassy in Bangkok is seeking an individual for the position of Purchasing Agent in its General Services Office/ Procurement & Contracting (GSO/P&C) located at GPF Witthayu Tower, 5th Floor, Wireless Road, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

The incumbent serves as one of the Procurement Assistants responsible for procurement, as assigned, of supplies, equipment and services required by the Embassy and USG agencies supported by the Embassy.

**QUALIFICATIONS REQUIRED:**

*All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.*

- (1) Completion of Bachelor's Degree in Business Administration, Business Law, Public Administration, Communication, Liberal Arts, or social science;
- (2) At least one year of progressive experience in purchasing, contracting and/or acquisition;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least **855** can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);
- (4) Must be skilled in using computer, typing, general office equipment and familiar with the Internet;
- (5) Have ability to work harmoniously with other embassy personnel.

**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.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website: [http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** February 12, 2015

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**FSN# 2015/09**  
**Purchasing Agent**

**OPEN TO:** All Interested Candidates

**POSITION:** Purchasing Agent, FSN-7, FP-7

**OPENING DATE:** January 30, 2015

**CLOSING DATE:** February 12, 2015

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

**SALARY:**

Ordinarily Resident (OR): FSN-7 \$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 Purchasing Agent in its General Services Office/ Procurement & Contracting (GSO/P&C) located at GPF Witthayu Tower, 5th Floor, Wireless Road, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

The incumbent serves as one of the Procurement Assistants responsible for procurement, as assigned, of supplies, equipment and services required by the Embassy and USG agencies supported by the Embassy.

**QUALIFICATIONS REQUIRED:**

*All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.*

- (1) Completion of Bachelor's Degree in Business Administration, Business Law, Public Administration, Communication, Liberal Arts, or social science;
- (2) At least two years of progressive experience in purchasing, contracting and/or acquisition;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least **855** can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);
- (4) Must be skilled in using computer, typing, general office equipment and familiar with the Internet;
- (5) Have ability to work harmoniously with other embassy personnel.

**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.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website: [http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** February 12, 2015

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**FSN# 2015/10  
Security Investigator**

**OPEN TO:** All Interested Candidates

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

**OPENING DATE:** January 30, 2015

**CLOSING DATE:** February 12, 2015

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

**LENGTH OF HIRE:** Temporary position – Not to exceed 2 years

**SALARY:**

Ordinarily Resident (OR): FSN-8 \$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 Security Investigator in its Overseas Building Operations (OBO) office located at Rajdamri compound, American Embassy, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Incumbent is responsible for completing the personnel security background investigations (BI) of OBO contractor personnel, new employees and updating security clearances of Mission employees. S/He conducts official investigations as directed by the OBO Site Security Manager in coordination with the Regional Security Office. S/He is also responsible for coordinating with the OBO Local Guards, Mission Security Force and RSO staff at the direction of the OBO SSM.

**QUALIFICATIONS REQUIRED:**

*All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.*

- (1) Completion of Bachelor's Degree (BA or BS) in Political Science, Law, Liberal Arts (i.e. Language, History or Social Science), Business Administration/Management, or Law Enforcement;
- (2) Minimum of three years of progressively responsible experience in investigative work;

- (3) Level IV (Fluent) speaking/reading/writing in Thai and Level III (Good Working Knowledge) speaking/reading/writing in English (must provide a copy of valid TOEIC score of at least **600** before the deadline; otherwise, application will not be considered);
- (4) Have ability to drive and possess a valid Thai driver's license (a copy of Thai driver's license is required with application);
- (5) Have ability to use a personal computer to produce documents resulting from work product;
- (6) Have verbal skills to coordinate security operations conduct interviews and conduct liaison activities in accordance with US Government and Department of State regulations.

**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.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website: [http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** February 12, 2015

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**FSN# 2015/11**  
**Administrative Clerk**

**OPEN TO:** All Interested Candidates

**POSITION:** Administrative Clerk, FSN-6, FP-8

**OPENING DATE:** January 30, 2015

**CLOSING DATE:** February 12, 2015

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

**LENGTH OF HIRE:** Temporary position – Not to exceed 2 years

**SALARY:**

Ordinarily Resident (OR): FSN-6 \$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 U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Clerk in its Overseas Building Operations (OBO) office located at Rajdamri compound, American Embassy, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

The incumbent provides administrative support to the OBO Site Security Manager Office. S/He is responsible for initiating and maintaining electronic and hard-copy security files supporting two year 500+ contractor security program, assisting the SSM with collating information for Weekly and Monthly Reports, coordinating the SSM schedule and assisting the SSM in coordinating site security activities. S/He also serves as back-up T&A Clerk and OBO Office coordinator during the absence of the OBO Project Director Administrative Assistant.

**QUALIFICATIONS REQUIRED:**

*All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.*

- (1) Completion of College Studies or at least two years of full-time at college or university;
- (2) Minimum of two years of progressively responsible experience in administrative work;

- (3) Level III (Good Working Knowledge) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least **600** before the deadline; otherwise, application will not be considered);
- (4) Have ability to use a personal computer to produce documents and construct databases;
- (5) Have verbal skills to coordinate administrative support for security operations, screen visitors and conduct liaison activities;
- (6) Have ability to manage own time and schedule with minimum input from OBO SSM.

**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.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website: [http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** February 12, 2015

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**FSN# 2015/12**  
**Administrative Assistant**

**OPEN TO:** All Interested Candidates

**POSITION:** Administrative Assistant, FSN-7, FP-7

**OPENING DATE:** January 30, 2015

**CLOSING DATE:** February 12, 2015

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

**LENGTH OF HIRE:** Temporary position – Not to exceed 2 years

**SALARY:**

Ordinarily Resident (OR): FSN-7 \$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 Administrative Assistant in its Overseas Building Operations (OBO) office located at Rajdamri compound, American Embassy, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

The incumbent is responsible for a wide range of administrative assistance to the OBO Project Director (PD) and other OBO management staff for the Embassy Bangkok PSU project. S/He is responsible to the OBO PD for administrative management of OBO's resources and activities including, but not limited to financial, procurement and supplies, computer network, shipping and travel, personnel, maintenance management for residential and official furnishing and office administration and management. S/He provides project support, coordinates logistics, assists and administers budget preparation and procurement activities.

**QUALIFICATIONS REQUIRED:**

*All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.*

- (1) Completion of College or at least two years of full-time at college or university;
- (2) Minimum of three years of experience in office management work;
- (3) Level III (Good Working Knowledge) speaking/reading/writing in English (must provide a copy of valid TOEIC score of at least **600** before the deadline; otherwise, application will not be considered);

(4) Must have skill to operate on OPENN ET and computer systems using, but not limited to PC software including Office, Excel, Word, Power-Point, e-Travel Solutions, e-mail, fax, scanners, copiers shredders etc.

**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.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website: [http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** February 12, 2015

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**FSN# 2015/13**

**Chauffeur**

**OPEN TO:** All Interested Candidates

**POSITION:** Chauffeur, FSN-4, FP-AA

**OPENING DATE:** January 30, 2015

**CLOSING DATE:** February 12, 2015

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

**LENGTH OF HIRE:** Temporary position – Not to exceed 2 years

**SALARY:**

Ordinarily Resident (OR): FSN-4 B301,260 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-AA (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 Chauffeur in its Overseas Building Operations, OBO located at Rajdamri compound, American Embassy, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

The incumbent drives the assigned OBO Embassy vehicle to transport personnel, supplies and equipment as required. S/He performs a variety of responsible clerking duties which relieves the Project Director's Administrative Assistant and other staff members of the more routine administrative duties and assists in the discharge of their responsibilities. S/He is also responsible for providing basic maintenance and cleanliness of the OBO Office vehicle.

**QUALIFICATIONS REQUIRED:**

*All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.*

- (1) Completion of secondary school (M.6);
- (2) At least two years of professional driving experience;
- (3) Level II (Limited knowledge) speaking/reading/writing in Thai and English (Provide a copy of valid TOEIC score of at least **400**, or pass the English Placement Test (EPT) that is conducted by the Regional Human Resources Office);
- (4) Ability to safely operate passenger vehicles, and ability to drive and possess a valid Thai driver's license (a copy of Thai driver's license is required with application)

- (5) Ability to discover safety discrepancies during daily vehicle checks and make minor repairs for safe operation of the vehicle, i.e. changing tires, wiper blades, etc.;
- (6) Ability to follow filing instructions from the Project Director provided through the Administrative Assistant.

**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.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:  
[http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** February 12, 2015

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**FSN# 2015/14**  
**Civil Engineer**

**OPEN TO:** All Interested Candidates

**POSITION:** Civil Engineer, FSN-11, FP-4

**OPENING DATE:** January 30, 2015

**CLOSING DATE:** February 12, 2015

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

**LENGTH OF HIRE:** Temporary position – Not to exceed 2 years

**SALARY:**

Ordinarily Resident (OR): FSN-11 B1,179,069 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-4 (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 Civil/Structural Engineer in its Overseas Building Organizations, OBO office located at Rajdamri compound, American Embassy, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

The incumbent shall inspect construction, review plans, recommend approval of shop drawings and submittals, maintain a daily log of construction activities, develop change orders including preparing government cost estimates and other construction engineering duties relate to the Embassy Bangkok Physical Security Upgrade Project as directed by the OBO Project Director. S/He shall be capable of working independently and shall provide professional engineering services.

**QUALIFICATIONS REQUIRED:**

*All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.*

- (1) Bachelor's degree in the Civil Engineer from an accredited institution.
- (2) Minimum of seven years of experience in civil or structural engineering fields.
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least **855** before the deadline; otherwise, application will not be considered);
- (4) Ability to use computer for word processing;

- (5) Ability to use engineering management software such as Primavera, maintain daily construction inspection logs, create construction cost estimates, review construction drawings for code compliance, and provide briefings to the PD on civil/structural issues;
- (6) Ability to use AutoCAD.

**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.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website: [http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** February 12, 2015

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**FSN# 2015/15**

**Electrical/Mechanical Engineer**

**OPEN TO:** All Interested Candidates

**POSITION:** Electrical/Mechanical Engineer, FSN-11, FP-4

**OPENING DATE:** January 30, 2015

**CLOSING DATE:** February 12, 2015

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

**LENGTH OF HIRE:** Temporary position – Not to exceed 2 years

**SALARY:**

Ordinarily Resident (OR): FSN-11 B1,179, 069 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-4 (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 Electrical/Mechanical Engineer in its Overseas Building Operations, OBO office located at Rajdamri compound, American Embassy, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

The incumbent shall inspect construction, review plans, recommend approval of shop drawings and submittals, maintain a daily log of construction activities, develop change orders including preparing government cost estimates and other construction engineering duties relate to the Embassy Bangkok Physical Security Upgrade Project as directed by the OBO Project Director. S/He shall be capable of working independently and shall provide professional engineering services.

**QUALIFICATIONS REQUIRED:**

*All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.*

- (1) Bachelor's degree in the Electrical Engineer from an accredited institution.
- (2) Minimum of seven years of experience in electrical/mechanical engineering fields.
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least **855** before the deadline; otherwise, application will not be considered);
- (4) Ability to use computer for word processing;

- (5) Ability to use engineering management software such as Primavera, maintain daily construction inspection logs, create construction cost estimates, review construction drawings for code compliance and provide briefings to the PD on civil/structural issues;
- (6) Ability to use AutoCAD.

**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.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website: [http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package through [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** February 12, 2015

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**FSN# 2015/16**  
**Shipment Assistant**

**OPEN TO:** All Interested Candidates

**POSITION:** Shipment Assistant, FSN-8, FP-6

**OPENING DATE:** January 30, 2015

**CLOSING DATE:** February 12, 2015

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

**SALARY:**

Ordinarily Resident (OR): FSN-8 \$574,906 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 Shipment Assistant in its General Services Office/Customs & Shipping (GSO/C&S) located GPF Witthayu Tower, 5th Floor, Wireless Road.

**BASIC FUNCTIONS REQUIRED:**

The incumbent is responsible for handling a full range of shipment activities for the Customs and Shipping Office in GSO, including Department of Defense shipments. Duties include arranging and facilitating incoming and outgoing shipments; requesting customs clearance for household and personal effects, privately owned vehicles (POV) and other official property. Incumbent drafts diplomatic notes requesting the permit of shipments to the Ministry of Foreign Affairs. The position also serves as assistant supervisor for the Customs & Shipping office and Supervisory Shipment Specialist when the Supervisory Shipment Specialist is out.

**QUALIFICATIONS REQUIRED:**

*All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.*

- (1) Bachelor's degree in Business Administration, Social Science, Logistics or Arts;
- (2) At least three years of experience in customs and shipping field in Thailand;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least **855** before the deadline; otherwise, application will not be considered);
- (4) Must have skills in English & Thai typing and word processing, and have ability to operate Microsoft Office Desktop applications;

- (5) Have good interpersonal skills, and the ability to establish and maintain close working relationships with host government and commercial shipping officials;
- (6) Must be intellectually skillful in interpreting and applying both US and Thai Government regulations, and must be accurate and thorough in preparing documents and submission to the various Thai government agencies.

**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.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:  
[http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** February 12, 2015

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**FSN 2015/17**

**Program Management Specialist**

**OPEN TO:** All Interested Candidates

**POSITION:** Program Management Specialist, FSN-10, FP-5 (step 5 thru 14)

**OPENING DATE:** January 30, 2015

**CLOSING DATE:** February 19, 2015

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

**SALARY:**

Ordinarily Resident (OR): FSN-10 ₱760,852 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-5 (step 5 thru 14) (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 Program Management Specialist in its U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

**BASIC FUNCTIONS REQUIRED:**

Support the Deputy Director in the day-to-day management of administrative, financial and program coordination functions for a broad range of agency-funded program activities. The work portfolio includes finance, human resources, procurement, information management, travel approval and logistics.

**QUALIFICATIONS REQUIRED:**

*All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.*

- (1) Bachelor's degree in Social Science, Arts, Business, Management or Finance;
- (2) At least five years of progressive experience in administrative management, finance, or accounting in public health or international development organizations;
- (3) Level IV (Fluent) speaking/reading/writing in English (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);
- (4) A thorough knowledge of Agency and applicable inter-agency management operations to include financial management, human resources, procurement and contracting (including grants, contracts and/or cooperative agreement audit and accounting requirements), travel, IT and other administrative procedures, regulations and requirements is required.
- (5) Intermediate user level of word processing, spreadsheets and databases is required.

**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.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

[http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** February 19, 2015

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**FSN# 2015/18 (T)**  
**Project Management Specialist (Agriculture)**

**OPEN TO:** All Interested Candidates

**POSITION:** Project Management Specialist (Agriculture), FSN 10, Trainee

**OPENING DATE:** February 6, 2015

**CLOSING DATE:** March 5, 2015

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

**SALARY:**

Ordinarily Resident (OR): FSN-10 ₱760,852 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 Project Management Specialist (Agriculture) in the U.S. Agency for International Development (USAID)/General Development Office (GDO) located at Athenee Tower, Wireless Road, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

The incumbent is a lead technical advisor to the General Development Office (GDO) as well as to the USAID Regional Development Mission for Asia (RDMA). S/He provides timely and accurate input, advice and technical direction, both written and oral, on issues related to agriculture, food security, science and technology, technology dissemination, and trade in South and Southeast Asia. S/He defines constraints and identifies and prioritizes investment opportunities for RDMA related to Asia regional agriculture and food security. S/He also develops and implements project strategies, and designs, procures, and manages performance-based contracts, cooperative agreements, and grants.

**QUALIFICATIONS REQUIRED:**

*All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.*

- (1) Completion of Master's degree in a relevant area such as Agriculture, Agricultural Economics, Soil/Plant Science, MBA with Agriculture focus, Aquaculture, Agro-Forestry, International Development or Public Policy with an Agriculture focus;
- (2) Minimum of four years in project management and strategic planning positions in the fields of agriculture/food security, and ideally regional integration, with a U.S. Government Agency or other international/local organization or donor;

- (3) Level II (Limited Knowledge) speaking/reading/writing in Thai, and Level IV (Fluent) speaking/reading/writing in English (A copy of TOEIC score of at least **855** can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);
- (4) Knowledgeable in key issues, challenges and opportunities related to food security such as sustainable agricultural practices/productivity, markets, technology, regional commodity trade, Agricultural policy, nutrition-integrated agriculture, gender, and climate change, with a clear understanding of the particular complexities in the ASEAN and SAARC regions;
- (5) Able to manage programs, activities, and partners for consistent performance and compliance with regulations. Ability to communicate and collaborate effectively with multiple levels of stakeholders, inspire and support the development of colleagues and partners at all levels and from a diverse range of cultural and professional backgrounds; meet deadlines, produce high quality deliverables, and meet higher goals, and able to work with flexibility, efficiency, and diplomacy both individually and as part of a team;
- (6) Proficient in the use of Windows OS, Microsoft office, Gmail, and ability to learn other basic computer programs, and skilled at gathering and analyzing information from multiple sources and providing recommendations to leadership.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

[http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** March 5, 2015

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**FSN# 2015/18**

**Project Management Specialist (Agriculture)**

**OPEN TO:** All Interested Candidates

**POSITION:** Project Management Specialist (Agriculture), FSN-11

**OPENING DATE:** February 6, 2015

**CLOSING DATE:** March 5, 2015

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

**SALARY:**

Ordinarily Resident (OR): FSN-11 \$1,179,069 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 Project Management Specialist (Agriculture) in the U.S. Agency for International Development (USAID)/General Development Office (GDO) located at Athenee Tower, Wireless Road, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

The incumbent is a lead technical advisor to the General Development Office (GDO) as well as to the USAID Regional Development Mission for Asia (RDMA). S/He provides timely and accurate input, advice and technical direction, both written and oral, on issues related to agriculture, food security, science and technology, technology dissemination, and trade in South and Southeast Asia. S/He defines constraints and identifies and prioritizes investment opportunities for RDMA related to Asia regional agriculture and food security. S/He also develops and implements project strategies, and designs, procures, and manages performance-based contracts, cooperative agreements, and grants.

**QUALIFICATIONS REQUIRED:**

*All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.*

- (1) Completion of Master's degree in a relevant area such as Agriculture, Agricultural Economics, Soil/Plant Science, MBA with Agriculture focus, Aquaculture, Agro-Forestry, International Development or Public Policy with an Agriculture focus;
- (2) Minimum of five years in project management and strategic planning positions in the fields of agriculture/food security, and ideally regional integration, with a U.S. Government Agency or other international/local organization or donor;

- (3) Level II (Limited Knowledge) speaking/reading/writing in Thai, and Level IV (Fluent) speaking/reading/writing in English (A copy of TOEIC score of at least **855** can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);
- (4) Knowledgeable in key issues, challenges and opportunities related to food security such as sustainable agricultural practices/productivity, markets, technology, regional commodity trade, Agricultural policy, nutrition-integrated agriculture, gender, and climate change, with a clear understanding of the particular complexities in the ASEAN and SAARC regions;
- (5) Able to manage programs, activities, and partners for consistent performance and compliance with regulations. Ability to communicate and collaborate effectively with multiple levels of stakeholders, inspire and support the development of colleagues and partners at all levels and from a diverse range of cultural and professional backgrounds; meet deadlines, produce high quality deliverables, and meet higher goals, and able to work with flexibility, efficiency, and diplomacy both individually and as part of a team;
- (6) Proficient in the use of Windows OS, Microsoft office, Gmail, and ability to learn other basic computer programs, and skilled at gathering and analyzing information from multiple sources and providing recommendations to leadership.

***TO APPLY:***

Please follow the check lists and submission guidelines, posted on the official website:

[http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** March 5, 2015

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**FSN# 2015/19 (T)**  
**Security Investigator**

**OPEN TO:** All Interested Candidates

**POSITION:** Security Investigator, FSN-7, FP-7 (Trainee)

**OPENING DATE:** February 6, 2015

**CLOSING DATE:** February 19, 2015

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

**SALARY:**

Ordinarily Resident (OR): FSN-7 \$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 Security Investigator in its Regional Security Office (RSO) office located at 120 – 122 Wireless Road, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Incumbent is responsible for completing the personnel security background investigation (BI) of new employees and updates security clearances of Mission employees. S/He conducts official investigations as directed by the Regional Security Office (RSO) and is responsible for coordinate the supervision of the Mission security force, local guards, and police support at the direction of the RSO. S/He is also responsible for effective liaison with host country security officials/organizations and the Embassy security office.

**QUALIFICATIONS REQUIRED:**

*All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.*

- (1) Completion of Bachelor's level (BA or BS) in Political Science, Law, Liberal Arts (i.e. Language, History), Social Science (i.e. Business Administration, Management), or Law Enforcement;
- (2) Minimum of two years of progressively responsible experience in security or security-related investigative work;
- (3) Level IV (Fluent) speaking/reading/writing in Thai, and Level III (Good Working Knowledge) speaking/reading/writing in English (must provide a copy of valid TOEIC score of at least **600** before the deadline; otherwise, application will not be considered);
- (4) Ability to drive and possess a valid Thai driver's license (a copy of Thai driver's license is required with application);

- (5) Ability to use a personal computer to produce necessary documents resulting from work product;
- (6) Ability to conduct interviews that abide by US Government and Department of State regulations with verbal skills to conduct negotiations in the coordination of security operations.

**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.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

[http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** February 19, 2015

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**FSN# 2015/19**  
**Security Investigator**

**OPEN TO:** All Interested Candidates

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

**OPENING DATE:** February 6, 2015

**CLOSING DATE:** February 19, 2015

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

**SALARY:**

Ordinarily Resident (OR): FSN-8 \$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 Security Investigator in its Regional Security Office (RSO) office located at 120 – 122 Wireless Road, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Incumbent is responsible for completing the personnel security background investigation (BI) of new employees and updates security clearances of Mission employees. S/He conducts official investigations as directed by the Regional Security Office (RSO) and is responsible for coordinate the supervision of the Mission security force, local guards, and police support at the direction of the RSO. S/He is also responsible for effective liaison with host country security officials/organizations and the Embassy security office.

**QUALIFICATIONS REQUIRED:**

*All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.*

- (1) Completion of Bachelor's level (BA or BS) in Political Science, Law, Liberal Arts (i.e. Language, History), Social Science (i.e. Business Administration, Management), or Law Enforcement;
- (2) Minimum of three years of progressively responsible experience in security or security-related investigative work;
- (3) Level IV (Fluent) speaking/reading/writing in Thai, and Level III (Good Working Knowledge) speaking/reading/writing in English (must provide a copy of valid TOEIC score of at least **600** before the deadline; otherwise, application will not be considered);
- (4) Ability to drive and possess a valid Thai driver's license (a copy of Thai driver's license is required with application);

- (5) Ability to use a personal computer to produce necessary documents resulting from work product;
- (6) Ability to conduct interviews that abide by US Government and Department of State regulations with verbal skills to conduct negotiations in the coordination of security operations.

**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.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

[http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** February 19, 2015

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**FSN# 2015/20**  
**Mail Clerk**

**OPEN TO:** All Interested Candidates

**POSITION:** Mail Clerk, FSN-4; FP-AA

**OPENING DATE:** February 6, 2015

**CLOSING DATE:** February 19, 2015

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

**SALARY:**

Ordinarily Resident (OR): FSN-4 ฿ 251,050 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-AA (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 Mail Clerk in its Information Management/Mailroom office located at 120-122 Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Responsible for providing mail and pouch services to support all Embassy personnel. Duties include receiving and segregating mail, readdressing mail, maintaining records of all incoming accountable mail, dispatching and receiving daily pouches, operating franking machine, maintaining and being accountable for the mailroom inventory of Thai postage stamps. In addition, jobholder will be responsible for the inspection of all local Thai mail.

**QUALIFICATIONS REQUIRED:**

*All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.*

- (1) High school diploma is required;
- (2) One year of customer service experience in an office/clerical position;
- (3) Level II (Limited Knowledge) speaking/reading/writing in Thai and English (Provide a copy of valid TOEIC score of at least 400, or pass the English Placement Test (EPT) that is conducted by the Regional Human Resources Office);
- (4) Must know the basic operations of an office distribution;
- (5) Have basic computer skills (word processing software) is required.

**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.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

[http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** February 19, 2015

*“This is a re-advertisement of announcement from November 28, 2014. Applications previously received will also be considered.”*

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**FSN# 2015/22(T)**

**Surveillance Detection Coordinator**

**OPEN TO:** All Interested Candidates

**POSITION:** Surveillance Detection Coordinator, FSN-6, FP-8, Trainee

**OPENING DATE:** February 6, 2015

**CLOSING DATE:** February 19, 2015

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

**SALARY:**

Ordinarily Resident (OR): FSN-6 \$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 U.S. Embassy in Bangkok is seeking an individual for the position of Surveillance Detection Coordinator in its Regional Security Office (RSO), located at 120 – 122 Wireless Road.

**BASIC FUNCTIONS REQUIRED:**

Purpose is to enhance safety and security of mission personnel and facilities by coordinating effective employment of all appropriate post resources to provide comprehensive situational awareness to identify pre-operational terrorist surveillance and act to inform, interdict and disrupt. Supervises and coordinates all aspects of the Surveillance Detection Program at Post as directed by the Regional Security Officer (RSO). Assists the RSO in incorporating comprehensive surveillance detection and awareness as essential functions of the integrated security plan. Coordinates the participation, harmonization, and training of post resources (e.g., Local Guard Force, GSO drivers, FSN staff, local police, and domestic staff) and the Surveillance Detection (SD) team. Directs the operational planning, deployment, management and support of the SD team - to include daily mission planning, long-term operational analysis and planning, incident reporting and evaluation, Security Incident Management and Analysis System (SIMAS), training, administrative and logistical support, and budgeting.

**QUALIFICATIONS REQUIRED:**

*All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.*

- (1) Complete of a college studies (high vocational) is required;
- (2) Two years' experience in law enforcement or security experience which involves observation/ Surveillance skills and techniques. In addition, six months of supervisor experience is required;

- (3) Level III (Good Working Knowledge) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 600 before the deadline; otherwise, application will not be considered);
- (4) Must possess a valid Thai driver's license (Provide a copy of valid Thai driver's license).
- (5) Ability to manage and coordinate the work of others in a team setting and a hierarchical organizational environment.

**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.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:  
[http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** February 19, 2015

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**FSN# 2015/22**

**Surveillance Detection Coordinator**

**OPEN TO:** All Interested Candidates

**POSITION:** Surveillance Detection Coordinator, FSN-7, FP-7

**OPENING DATE:** February 6, 2015

**CLOSING DATE:** February 19, 2015

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

**SALARY:**

Ordinarily Resident (OR): FSN-7 \$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 Surveillance Detection Coordinator in its Regional Security Office (RSO), located at 120 – 122 Wireless Road.

**BASIC FUNCTIONS REQUIRED:**

Purpose is to enhance safety and security of mission personnel and facilities by coordinating effective employment of all appropriate post resources to provide comprehensive situational awareness to identify pre-operational terrorist surveillance and act to inform, interdict and disrupt. Supervises and coordinates all aspects of the Surveillance Detection Program at Post as directed by the Regional Security Officer (RSO). Assists the RSO in incorporating comprehensive surveillance detection and awareness as essential functions of the integrated security plan. Coordinates the participation, harmonization, and training of post resources (e.g., Local Guard Force, GSO drivers, FSN staff, local police, and domestic staff) and the Surveillance Detection (SD) team. Directs the operational planning, deployment, management and support of the SD team - to include daily mission planning, long-term operational analysis and planning, incident reporting and evaluation, Security Incident Management and Analysis System (SIMAS), training, administrative and logistical support, and budgeting.

**QUALIFICATIONS REQUIRED:**

*All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.*

- (1) Complete of a college studies (high vocational) is required;
- (2) Three years' experience in law enforcement or security experience which involves observation/ Surveillance skills and techniques. In addition, six months of supervisor experience is required;

- (3) Level III (Good Working Knowledge) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 600 before the deadline; otherwise, application will not be considered);
- (4) Must possess a valid Thai driver's license (Provide a copy of valid Thai driver's license).
- (5) Ability to manage and coordinate the work of others in a team setting and a hierarchical organizational environment.

**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.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

[http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** February 19, 2015

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