

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](mailto: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# 2015/01 / Surveillance Detection Guard](#)

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

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

[FSN#2015/04 / Chauffeur](#)

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

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

[FSN# 2015/23 / Project Voucher Examiner](#)

[FSN# 2015/24 \(T\) / Refrigeration & Air Conditioning Mechanic](#)

[FSN# 2015/24 / Refrigeration & Air Conditioning Mechanic](#)

[FSN# 2015/25 \(T\) / Visa Clerk](#)

[FSN# 2015/25 / Visa Clerk](#)

[FSN# 2015/26 \(T\) / Librarian \(Serial Cataloging\)](#)

[FSN# 2015/26 / Librarian \(Serial Cataloging\)](#)

[FSN# 2015/27\(T\) / Security Coordinator](#)

[FSN# 2015/27 / Security Coordinator](#)

[FSN# 2015/28 \(T\) / Engineering Assistant](#)

[FSN# 2015/28 / Engineering Assistant](#)

[FSN# 2015/29 \(T\) / Medical Research Scientist](#)

[FSN# 2015/29 / Medical Research Scientist](#)

**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:

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

**OPEN TO:** All Interested Candidates

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

**OPENING DATE:** January 23, 2015

**CLOSING DATE:** Until filled

**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:** Until filled

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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:** Until filled

**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:** Until filled

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**FSN# 2015/23**

**Project Voucher Examiner**

**OPEN TO:** All Interested Candidates

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

**OPENING DATE:** February 13, 2015

**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:

[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

**“Applicants who responded to Vacancy Announcement FSN# 2014/138 - Project Voucher Examiner need not reapply as their applications will be considered.”**

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**FSN# 2015/24 (T)**  
**Refrigeration & Air Conditioning Mechanic**

**OPEN TO:** All Interested Candidates

**POSITION:** Refrigeration & Air Conditioning Mechanic, FSN-4, FP-AA, Trainee

**OPENING DATE:** February 20, 2015

**CLOSING DATE:** Until Filled

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

**SALARY:**

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

Not Ordinarily Resident (NOR): FP-AA (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 Refrigeration & Air Conditioning Mechanic in its Facilities Management section located at 120 -122 Wireless Road.

**BASIC FUNCTIONS REQUIRED:**

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

**QUALIFICATIONS REQUIRED:**

*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 high vocational certificate from technical school. Must possess vocational training in air conditioning, maintenance and repair or preventive maintenance (approx. 3 years);
- (2) At least one year of direct experience in maintenance, repair and installation of refrigeration and air conditioning systems;
- (3) Level I (Rudimentary Knowledge) speaking/reading/writing in Thai and English (Provide a copy of valid TOEIC score of at least **250**, or pass the English Placement Test (EPT) that is conducted by the Regional Human Resources Office);
- (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 operate various hand tools, power equipment, and instruments, and ability to produce journeyman-level quality and quantity of work;
- (6) Skills in manual and mechanical lifting; driving; security and safety equipment, and ability to understand continuing technological updates within a reasonable time.

**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:** Until Filled

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**FSN# 2015/24**

**Refrigeration & Air Conditioning Mechanic**

**OPEN TO:** All Interested Candidates

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

**OPENING DATE:** February 20, 2015

**CLOSING DATE:** Until Filled

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

**SALARY:**

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

Not Ordinarily Resident (NOR): FP-9 (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 Refrigeration & Air Conditioning Mechanic in its Facilities Management section located at 120 -122 Wireless Road.

**BASIC FUNCTIONS REQUIRED:**

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

**QUALIFICATIONS REQUIRED:**

*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 high vocational certificate from technical school. Must possess vocational training in air conditioning, maintenance and repair or preventive maintenance (approx. 3 years);
- (2) At least two years of direct experience in maintenance, repair and installation of refrigeration and air conditioning systems;
- (3) Level II (Limited Knowledge) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least **400** 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 operate various hand tools, power equipment, and instruments, and ability to produce journeyman-level quality and quantity of work;
- (6) Skills in manual and mechanical lifting; driving; security and safety equipment, and ability to understand continuing technological updates within a reasonable time.

**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# 2015/25 (T)**  
**Visa Clerk**

**OPEN TO:** All Interested Candidates

**POSITION:** Visa Clerk, *FSN-5*, FP-9 (Trainee)

**OPENING DATE:** February 27, 2015

**CLOSING DATE:** March 12, 2015

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

**SALARY:**

Ordinarily Resident (OR): FSN-5 \$324,136 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-9 (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 Visa Clerk in its Nonimmigrant Visa (NIV) unit, Consular Section (CONS), located on Wireless Road in Bangkok.

**BASIC FUNCTIONS REQUIRED:**

The incumbent performs the full range of tasks required for the processing of nonimmigrant visa applications as follows: employ effective customer service skills in interactions with the public and representatives of government entities, assist in the management of applicant flow, verify information on electronic application and presented documents, prescreen applicants, identify unusual or conflicting information for officers, collect biometric data from applicants, manage flow of application packages, print visas, quality control check of printed visas, scan documents into case records, maintain visa accountability records, file documents, translate for officers as needed, and participate with officers in visa outreach activities. S/He also updates information in Business Visa Tracking System for treaty trader and treaty investor visa cases and rotates monthly to different tasks within the NIV unit.

**QUALIFICATIONS REQUIRED:**

- (1) Completion of college studies, commercial college, high vocational school or two years of full time after high schooling level;
- (2) Six months of office or similar experience in data management, records, application of regulatory material or customer service with at least one year experience in visa operations, which may be acquired during service in a training grade;
- (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) Must complete or demonstrate ability to complete the Foreign Service Institute consular correspondence courses before being eligible for the full performance level;
- (5) Have excellent interpersonal skills, keyboarding, and data entry skills;
- (6) Have basic skills in the operation of office machinery and specialized equipment related to the processing of visas.

**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:** March 12, 2015

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**FSN# 2015/25**

**Visa Clerk**

**OPEN TO:** All Interested Candidates

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

**OPENING DATE:** February 27, 2015

**CLOSING DATE:** March 12, 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 Visa Clerk in its Nonimmigrant Visa (NIV) unit, Consular Section (CONS), located on Wireless Road in Bangkok.

**BASIC FUNCTIONS REQUIRED:**

The incumbent performs the full range of tasks required for the processing of nonimmigrant visa applications as follows: employ effective customer service skills in interactions with the public and representatives of government entities, assist in the management of applicant flow, verify information on electronic application and presented documents, prescreen applicants, identify unusual or conflicting information for officers, collect biometric data from applicants, manage flow of application packages, print visas, quality control check of printed visas, scan documents into case records, maintain visa accountability records, file documents, translate for officers as needed, and participate with officers in visa outreach activities. S/He also updates information in Business Visa Tracking System for treaty trader and treaty investor visa cases and rotates monthly to different tasks within the NIV unit.

**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, commercial college, high vocational school or two years of full time after high schooling level;
- (2) One year of office or similar experience in data management, records, application of regulatory material or customer service with at least one year experience in visa operations, which may be acquired during service in a training grade;

- (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) Must have successfully completed the Foreign Service Institute consular correspondence courses;
- (5) Have excellent interpersonal skills, keyboarding, and data entry skills;
- (6) Have basic skills in the operation of office machinery and specialized equipment related to the processing of visas.

**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:** March 12, 2015

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**FSN# 2015/26 (T)**  
**Librarian (Serial Cataloging)**

**OPEN TO:** All Interested Candidates

**POSITION:** Librarian (Serial Cataloging), FSN-6, FP-8 (Trainee)

**OPENING DATE:** February 27, 2015

**CLOSING DATE:** March 12, 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 Librarian (Serial Cataloging) in its Library of Congress office (LOC) located at 95 Wireless Road, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

The incumbents serves as an independent librarian serial cataloger and IT supporter. S/He is responsible for the development of a coherent research serial publication collection ensuring the efficient and cost-effective acquisition and processing of serial publications (which include serials, newspapers and gazettes) in print and non-print formats in all subjects and languages from Thailand). S/He is responsible for the established in serials acquisition and plays a major role in developing and maintaining the quality and consistent receipt of serial publications for the collections of the Library of Congress. S/He is also responsible for the accuracy of cataloging, serial checking-in issues; claiming missing and skipped issues; binding preparation, including updating the on-line serial system, develop procedure for preservation of serial titles from Thailand. Responsibilities include close monitoring of the quality and quantity of the performance of LOC vendors who supply serial publications; providing them with guidance and feedback as needed. S/He also acts as IT support for Bangkok office of the Library of Congress, working in cooperation and under direction from Jakarta office of the Library of Congress to ensure that all IT equipment in Bangkok are in good condition so that the operation of Bangkok office runs efficiently.

**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) At least two years of full time, post-secondary study at college or university;

- (2) Minimum one year of progressively responsible experience in IT and library work or in literature of language in which acquisitions and cataloguing will be performed;
- (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 typing skill: 35 wpm. in English and 30 wpm. for Thai;
- (5) Have advance computer software and hardware skills and knowledge of standard computer operation based on digital technology and standard knowledge of hardware and software maintenance as well as knowledge of databases and their structure in order to understand the elements of serials check-in management system;
- (6) Have interpersonal skills to work with vendors, and exchange partners.

### **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:** March 12, 2015

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**FSN# 2015/26**

**Librarian (Serial Cataloging)**

**OPEN TO:** All Interested Candidates

**POSITION:** Librarian (Serial Cataloging), FSN-7, FP-7

**OPENING DATE:** February 27, 2015

**CLOSING DATE:** March 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 Librarian (Serial Cataloging) in its Library of Congress office (LOC) located at 95 Wireless Road, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

The incumbents serves as an independent librarian serial cataloger and IT supporter. S/He is responsible for the development of a coherent research serial publication collection ensuring the efficient and cost-effective acquisition and processing of serial publications (which include serials, newspapers and gazettes) in print and non-print formats in all subjects and languages from Thailand). S/He is responsible for the established in serials acquisition and plays a major role in developing and maintaining the quality and consistent receipt of serial publications for the collections of the Library of Congress. S/He is also responsible for the accuracy of cataloging, serial checking-in issues; claiming missing and skipped issues; binding preparation, including updating the on-line serial system, develop procedure for preservation of serial titles from Thailand. Responsibilities include close monitoring of the quality and quantity of the performance of LOC vendors who supply serial publications; providing them with guidance and feedback as needed. S/He also acts as IT support for Bangkok office of the Library of Congress, working in cooperation and under direction from Jakarta office of the Library of Congress to ensure that all IT equipment in Bangkok are in good condition so that the operation of Bangkok office runs efficiently.

**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) At least two years of full time, post-secondary study at college or university;

- (2) Minimum two years of progressively responsible experience in IT and library work or in literature of language in which acquisitions and cataloguing will be performed;
- (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 typing skill: 35 wpm. in English and 30 wpm. for Thai;
- (5) Have advance computer software and hardware skills and knowledge of standard computer operation based on digital technology and standard knowledge of hardware and software maintenance as well as knowledge of databases and their structure in order to understand the elements of serials check-in management system;
- (6) Have interpersonal skills to work with vendors, and exchange partners.

### **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:** March 12, 2015

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**FSN# 2015/27(T)**  
**Security Coordinator**

**OPEN TO:** All Interested Candidates

**POSITION:** Security Coordinator, FSN-6, FP-8, Trainee

**OPENING DATE:** March 6, 2015

**CLOSING DATE:** March 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 Security Coordinator in its Regional Security Office (RSO), located at 120 – 122 Wireless Road.

**BASIC FUNCTIONS REQUIRED:**

Incumbent manages the day to day activities of the 200 position Local Guard Force (LGF) located at 17 facilities nationwide. Incumbent is directly responsible for managing and coordinating training, special events, and responding to emergencies that entail liaison with Royal Thai Police, US Government agencies, and Thai government officials.

**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 secondary school (M. 6) is required;
- (2) One year of military, police or private experience in security and guard related duties. Additional six months of supervisory experience is required;
- (3) Level IV (Fluency) 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) Must possess a valid Thai driver's license (Provide a copy of valid Thai driver's license);
- (5) Must be skilled in guard related procedures.

**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:** March 19, 2015

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**FSN# 2015/27**  
**Security Coordinator**

**OPEN TO:** All Interested Candidates

**POSITION:** Security Coordinator, FSN-7, FP-7

**OPENING DATE:** March 6, 2015

**CLOSING DATE:** March 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 Coordinator in its Regional Security Office (RSO), located at 120 – 122 Wireless Road.

**BASIC FUNCTIONS REQUIRED:**

Incumbent manages the day to day activities of the 200 position Local Guard Force (LGF) located at 17 facilities nationwide. Incumbent is directly responsible for managing and coordinating training, special events, and responding to emergencies that entail liaison with Royal Thai Police, US Government agencies, and Thai government officials.

**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 secondary school (M. 6) is required;
- (2) Two years of military, police or private experience in security and guard related duties. Additional six months of supervisory experience is required;
- (3) Level IV (Fluency) 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) Must possess a valid Thai driver's license (Provide a copy of valid Thai driver's license);
- (5) Must be skilled in guard related procedures.

**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:** March 19, 2015

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**FSN# 2015/28 (T)**  
**Engineering Assistant**

**OPEN TO:** All Interested Candidates

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

**OPENING DATE:** March 6, 2015

**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:**

- (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

**“Applicants who responded to Vacancy Announcement (FSN# 2014/109 - Engineering Assistant) need not reapply as their applications will be considered.”**

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**FSN# 2015/28**  
**Engineering Assistant**

**OPEN TO:** All Interested Candidates

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

**OPENING DATE:** March 6, 2015

**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:**

- (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.

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

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

**“Applicants who responded to Vacancy Announcement (FSN# 2014/109 - Engineering Assistant) need not reapply as their applications will be considered.”**

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**FSN# 2015/29 (T)**  
**Medical Research Scientist**

**OPEN TO:** All Interested Candidates

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

**OPENING DATE:** March 6, 2015

**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:**

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: [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:** Until Filled

**“Applicants who responded to Vacancy Announcement (FSN# 2014/123 - Medical Research Scientist) need not reapply as their applications will be considered.”**

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**FSN# 2015/29**

**Medical Research Scientist**

**OPEN TO:** All Interested Candidates

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

**OPENING DATE:** March 6, 2015

**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:**

- (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 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:** Until Filled

**“Applicants who responded to Vacancy Announcement (FSN# 2014/123 - Medical Research Scientist) need not reapply as their applications will be considered.”**

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