

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.

Vacancy Announcement No. / Position Title

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FSN# 2013/115 (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.

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.

TO APPLY:

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

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2013/115

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.

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.

TO APPLY:

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

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2013/128 (T)
Voucher Examiner (PSU)

OPEN TO: All Interested Candidates

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

OPENING DATE: December 13, 2013

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

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

Not Ordinarily Resident (NOR): FP-7 (Position Grade to be confirmed by Washington)

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

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

BASIC FUNCTIONS REQUIRED:

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

QUALIFICATIONS REQUIRED:

- (1) Two years post-secondary study at College or University (High Vocational School or equivalent);
- (2) Two years of progressively experience responsible work in finance, accounting, bookkeeping or related financial field;
- (3) Level IV (Fluent) speaking/reading/writing 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) Strong computer skills including MS Office applications (Excel, Power Point, and Word), internet and website navigation skills, and automated financial and/accounting applications;
- (5) Ability to analyze data, accounting and payment records and reports and obtain necessary information to correct problems.

SELECTION PROCESS:

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

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold 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.

TO APPLY:

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

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CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2013/128

Voucher Examiner (PSU)

OPEN TO: All Interested Candidates

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

OPENING DATE: December 13, 2013

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

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

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

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

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

BASIC FUNCTIONS REQUIRED:

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

QUALIFICATIONS REQUIRED:

- (1) Two years post-secondary study at College or University (High Vocational School or equivalent);
- (2) Two years of progressively experience responsible work in finance, accounting, bookkeeping or related financial field;
- (3) Level IV (Fluent) speaking/reading/writing 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) A thorough knowledge of applicable sections of the Foreign Affairs Manual and Handbooks, Federal Travel Regulations, JFTR, DSSR CDC Handbook and USAID's ADS.

(5) Strong computer skills including MS Office applications (Excel, Power Point, and Word), internet and website navigation skills, and automated financial and/accounting applications;

(6) Ability to analyze data, accounting and payment records and reports and obtain necessary information to correct problems.

SELECTION PROCESS:

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

ADDITIONAL SELECTION CRITERIA:

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

(2) The candidate must be able to obtain and hold 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 EFM's 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.

TO APPLY:

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

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

FSN#2014/23 (T)
Security Equipment Technician

OPEN TO: All Interested Candidates

POSITION: Security Equipment Technician, FSN-5, FP-9, Trainee

OPENING DATE: February 14, 2014

CLOSING DATE: Until filled

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-5 ฿ 324,136 p.a. (Starting salary)
Not Ordinarily Resident (NOR): FP-9

ALL NON-ORDINARILY RESIDENT (NOR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

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

BASIC FUNCTIONS REQUIRED:

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

QUALIFICATIONS REQUIRED:

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

- (1) Completion of High Vocational school with completion and certificate in Electronics, Electrical, Mechanical, Technical or Engineering is required;
- (2) Four years of hands-on field experience in major repairs and installation of electrical or heavy duty mechanical equipment.
- (3) Level II (Limited knowledge) speaking/reading/writing in English (must provide a copy of valid TOEIC score of at least 400 before the deadline; otherwise, application will not be considered);
- (4) Must be able to use the Computer Aided Design (CAD) software to create wiring diagrams and drawing the installed equipment;
- (5) Must be able to drive and possess a valid Thai's driver license (Copy of driver license is required).

SELECTION PROCESS:

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

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold 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 EFM's 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.

TO APPLY:

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

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until filled

FSN#2014/23

Security Equipment Technician

OPEN TO: All Interested Candidates

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

OPENING DATE: February 14, 2014

CLOSING DATE: Until filled

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-6 ₪ 362,706 p.a. (Starting salary)

Not Ordinarily Resident (NOR): FP-8

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

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

BASIC FUNCTIONS REQUIRED:

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

QUALIFICATIONS REQUIRED:

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

- (1) Completion of High Vocational school with completion and certificate in Electronics, Electrical, Mechanical, Technical or Engineering is required;
- (2) Five years of hands-on field experience in major repairs and installation of electrical or heavy duty mechanical equipment.
- (3) Level II (Limited knowledge) speaking/reading/writing in English (must provide a copy of valid TOEIC score of at least 400 before the deadline; otherwise, application will not be considered);
- (4) Must be able to use the Computer Aided Design (CAD) software to create wiring diagrams and drawing the installed equipment;
- (5) Must be able to drive and possess a valid Thai's driver license (Copy of driver license is required).

SELECTION PROCESS:

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

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold 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.

TO APPLY:

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

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until filled

FSN# 2014/25

Medical Research Scientist(Care and Counseling)

OPEN TO: All interested Candidates

POSITION: Medical Research Scientist (Care and Counseling), FSN-12, FP-3

OPENING DATE: February 14, 2014

CLOSING DATE: March 13, 2014

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Ordinarily Resident (OR): FSN-12 ₪ 1,439,657 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-3 (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(Care and Counseling) in its U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTIONS REQUIRED:

Working under the Associate Director for GAP to support technically and administratively the cooperative agreements and TUC funded HIV care and TB/STI projects. The position is essential because of an enormous advance knowledge and information regards to HIV/TB/STIs care and treatment, the amount of funded projects and staff to implement the projects, the administrative and technical areas which the section staff needs for supervision, and the cooperation efforts for program management activities among various level of stakeholders (national, regional, provincial and local level).

QUALIFICATIONS REQUIRED:

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

- (1) A doctor of medicine degree or PhD trained as a biological or medical scientist is required;
- (2) Minimum of seven years progressively responsible work in care of persons with infectious diseases, including HIV/AIDS, TB, OIs, and STDs is required. Additional five years supervisory experience interaction with subordinates and professional staff from other institutions or organizations;
- (3) Level IV (Fluent) in speaking/ reading/ writing/ understanding Thai and (must provide a copy of valid TOEIC score of at least 855 before the deadline; otherwise, application will not be considered);

- (4) Must be able to develop appropriate protocols and detailed guidelines in the absence of specified procedures;
- (5) Able to monitor and evaluate progress of projects, detecting scientific, personnel, logistical, and implementation problems and makes revisions as necessary to overcome obstacles and constraints;
- (6) Able to conduct training sessions for staff and collaborators on issues related to project implementation.

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.

TO APPLY:

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

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CLOSING DATE FOR THE POSITION: March 13, 2014

FSN# 2014/26
Telephone Operator

OPEN TO: All Interested Candidates

POSITION: Telephone Operator, FSN-5, FP-9

OPENING DATE: February 28, 2014

CLOSING DATE: March 13, 2014

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 Telephone Operator in its Telephone Services Division, Information Resource Management office located at 120 – 122 Wireless Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

The Telephone Switchboard Operations Center operates continuously, 24 hours a day, 365 days a year. The Telephone Operator's main concern is with the processing and handling of diplomatic, official, and emergency telecommunications. It is the responsibility of the Telephone Switchboard Operations Center's operators to provide administrative services as needed, and to serve as the primary point of contact for all internal/external embassy related business and emergencies.

QUALIFICATIONS REQUIRED:

- (1) Bachelor's Degree in Business Administration or Liberal Arts is required;
- (2) Two years' experience in telephone switchboard operations or related office experience is required;
- (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) Able to work on a rotational basis;
- (5) Must provide high level of customer service despite a high pressure 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.

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.

TO APPLY:

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

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: March 13, 2014

FSN# 2014/27

Administrative Clerk

OPEN TO: All Interested Candidates

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

OPENING DATE: February 28, 2014

CLOSING DATE: March 13, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY:

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

Not Ordinarily Resident (NOR): FP-8 (Position Grade to be confirmed by Washington)

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

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Clerk in its Regional Human Resources office located at 120 – 122 Wireless Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Serves as Administrative Assistant to the Supervisory Regional Human Resources Officer, the main photographer for the RHR Photo Unit, the RHR Office's Timekeeper; and perform the full range of administrative office management support to the Regional Human Resources (RHR) Office and other duties as assigned.

QUALIFICATIONS REQUIRED:

- (1) Completion of commercial certificate (two years after high school);
- (2) Two years' experience in secretarial and/or administrative work in an English-language office environment;
- (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 take ID photos using a digital camera, print proper sizes of ID photo using the photo machine and edit photos using the Adobe Photoshop program and ability to operate and understand features of office productivity software (e.g. MS Office), and operation of office automation equipment (e.g. digital senders, personal computers, copiers, printers, scanners, etc.)
- (5) Ability to manage the administrative aspects for the entire RHR section;

(6) Possess a high of tact, courtesy, poise, alertness and good judgment in dealing with all levels (junior, mid-level, senior and executive) the public and ability to be flexible in working in a fast-paced 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.

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.

TO APPLY:

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

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: March 13, 2014

FSN# 2014/30
Maintenance Man

OPEN TO: All Interested Candidates

POSITION: Maintenance Man, FSN-5, FP-9

OPENING DATE: February 28, 2014

CLOSING DATE: March 13, 2014

WORK HOURS: Full-time; 44 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 Maintenance Man in its Management and Operations Division, 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 TUC maintenance man to provide maintenance services to TUC activities of all sections: main office building, Laboratory, IT section and two hospital sites. Performs facilities maintenance: electrical, water and plumbing air conditioning system and office furniture, mechanical and computerize equipment repairs as well as laboratory equipment and sorts for the sources of the spare parts and maintenance services. Assists the Special Project Coordinator and Procurement Agent to procure local office furniture and supplies relevant to maintenance issues. The incumbent transports equipment and supplies for TUC facility/maintenance activities.

QUALIFICATIONS REQUIRED:

- (1) Completion of commercial college, vocational school/training institutes with electrical, air conditioning, mechanical system and carpentry is required;
- (2) Three years of progressive responsible work experience in maintenance on at least one of the following systems electricity, air conditioning, construction renovation or general office machines and general mechanics;
- (3) Level III (Good) speaking/reading/writing in Thai and Level II (Limited Knowledge) speaking/reading/writing in English (Provide a copy of valid TOEIC score of at least 400 can be submitted

after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);

(4) Ability to use computer, calculator, and other machines;

(5) Must possess a driving license (Please submit driver license with application).

SELECTION PROCESS:

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

ADDITIONAL SELECTION CRITERIA:

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

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

TO APPLY:

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

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: March 13, 2014

FSN# 2014/31 (T)
Human Resources Assistant (Diplomatic Accreditation)

OPEN TO: All Interested Candidates

POSITION: Human Resources Assistant (Diplomatic Accreditation), FSN-6, FP-8

OPENING DATE: February 28, 2014

CLOSING DATE: March 13, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY:

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

Not Ordinarily Resident (NOR): FP-8 (Position Grade to be confirmed by Washington)

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

The U.S. Embassy in Bangkok is seeking an individual for the position of Human Resources Assistant (Diplomatic Accreditation) in its Regional Human Resources office located at 120 – 122 Wireless Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Work with the Supervisor to process stay permits, re-entry permits, extension of stay permits, and diplomatic identification cards for all Mission Thailand American personnel. Duties include: preparing documents and diplomatic notes; liaising with low-mid level of Royal Thai Government officials (RTG) on matters related to privileges and immunities, work permits, spousal employment; and act on behalf of personnel to communicate with the Immigration Division, clarifying any questions, requests or special assistance required by Thai officials.

QUALIFICATIONS REQUIRED:

- (1) Two years post secondary study at college or university (high vocational school or equivalent);
- (2) Two years' experience in a Human Resources general administration or secretarial field;
- (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 use Microsoft Office products including MS Word, MS Excel and MS PowerPoint;
- (5) Advanced interpersonal skills and accurate with paperwork, documents, information, and details;
- (6) Ability to work independently under pressure and well-organized.

SELECTION PROCESS:

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

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold 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.

TO APPLY:

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

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: March 13, 2014

FSN# 2014/31

Human Resources Assistant (Diplomatic Accreditation)

OPEN TO: All Interested Candidates

POSITION: Human Resources Assistant (Diplomatic Accreditation), FSN-7, FP-7

OPENING DATE: February 28, 2014

CLOSING DATE: March 13, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY:

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

Not Ordinarily Resident (NOR): FP-7 (Position Grade to be confirmed by Washington)

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

The U.S. Embassy in Bangkok is seeking an individual for the position of Human Resources Assistant (Diplomatic Accreditation) in its Regional Human Resources office located at 120 – 122 Wireless Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Work with the Supervisor to process stay permits, re-entry permits, extension of stay permits, and diplomatic identification cards for all Mission Thailand American personnel. Duties include: preparing documents and diplomatic notes; liaising with low-mid level of Royal Thai Government officials (RTG) on matters related to privileges and immunities, work permits, spousal employment; and act on behalf of personnel to communicate with the Immigration Division, clarifying any questions, requests or special assistance required by Thai officials.

QUALIFICATIONS REQUIRED:

- (1) Two years post secondary study at college or university (high vocational school or equivalent);
- (2) Two years' experience in a Human Resources general administration or secretarial field. One year of which is experience working in a field where contact or understanding of immigration law;
- (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 use Microsoft Office products including MS Word, MS Excel and MS PowerPoint;
- (5) Advanced interpersonal skills and accurate with paperwork, documents, information, and details;
- (6) Ability to work independently under pressure and well-organized.

SELECTION PROCESS:

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

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold 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.

TO APPLY:

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

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: March 13, 2014

FSN# 2014/32 (T)
Surveillance Detection Coordinator

OPEN TO: All interested Candidates

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

OPENING DATE: February 28, 2014

CLOSING DATE: March 13, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-6, THB 362,706 per annum (minimum 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 Investigator (RSOI) located at 120-122 Wireless Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Manage the Surveillance Detection (SD) Program for the Regional Security Office (RSO). Serve as an assistant to ARSO/RSO and as immediate supervisor of 4-member surveillance detection team responsible for surveillance detection over all USG facilities. Serve as direct supervisor and evaluator of a surveillance detection guard supervisor and overall supervisor and evaluator of 12 SD Specialists.

QUALIFICATIONS REQUIRED:

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

- (1) Completion of commercial college;
- (2) Two years' experience in law enforcement or security experience which involves observation/surveillance skills and techniques;
- (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) Ability to manage the work of others in a team environment;
- (5) Program management skills and organizational ability;

(6) Must possess a valid Thai driving license (please submit a copy of the license).

SELECTION PROCESS:

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

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold 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 EFM's 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.

TO APPLY:

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

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: March 13, 2014.

FSN# 2014/32

Surveillance Detection Coordinator

OPEN TO: All interested Candidates

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

OPENING DATE: February 28, 2014

CLOSING DATE: March 13, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-7, THB 480,033 per annum (minimum 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 Investigator (RSOI) located at 120-122 Wireless Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Manage the Surveillance Detection (SD) Program for the Regional Security Office (RSO). Serve as an assistant to ARSO/RSO and as immediate supervisor of 4-member surveillance detection team responsible for surveillance detection over all USG facilities. Serve as direct supervisor and evaluator of a surveillance detection guard supervisor and overall supervisor and evaluator of 12 SD Specialists.

QUALIFICATIONS REQUIRED:

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

- (1) Completion of commercial college;
- (2) Three years' experience in law enforcement or security experience which involves observation/surveillance skills and techniques;
- (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) Ability to manage the work of others in a team environment;
- (5) Program management skills and organizational ability;
- (6) Must possess a valid Thai driving license (please submit a copy of the license).

SELECTION PROCESS:

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

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold 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 EFM's 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.

TO APPLY:

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

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: March 13, 2014.

FSN# 2014/33 (T)
Surveillance Detection Guard

OPEN TO: All Interested Candidates

POSITION: Surveillance Detection Guard, FSN-3, FP-BB (Trainee)

OPENING DATE: March 7, 2014

CLOSING DATE: March 20, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-3 ฿ 219,568 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-BB (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 U.S. Consulate General, 387 Witchayanon Road, **Chiang Mai.**

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 six months of security related experience;
- (3) Level III (Good Working Knowledge) speaking, reading, writing and understanding of Thai and Level I (Rudimentary Knowledge) of 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) Must not have any physical limitations, know how to operate a bicycle or motorcycle safety, 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.

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.

TO APPLY:

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

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: March 20, 2014

**“This is the same position that was advertised as FSN# 2013/116.
Those who previously applied need not apply again.”**

FSN# 2014/33

Surveillance Detection Guard

OPEN TO: All Interested Candidates

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

OPENING DATE: March 7, 2014

CLOSING DATE: March 20, 2014

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 U.S. Consulate General, 387 Witchayanon Road, **Chiang Mai.**

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 I (Rudimentary Knowledge) of 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) Must not have any physical limitations, know how to operate a bicycle or motorcycle safety, 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.

ADDITIONAL SELECTION CRITERIA:

- (5) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (6) The candidate must be able to obtain and hold medical and security clearances.
- (7) The candidate must submit all the required documents as requested.
- (8) Current employees serving a probation period are not eligible to apply.

TO APPLY:

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

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: March 20, 2014

**“This is the same position that was advertised as FSN# 2013/116.
Those who previously applied need not apply again.”**

FSN# 2014/35

Administrative Assistant

OPEN TO: All interested Candidates

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

OPENING DATE: March 7, 2014

CLOSING DATE: March 20, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY:

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

Area Telecommunications Office – Asia (ATO/ASIA) located on Rajdamri compound, Bangkok.

BASIC FUNCTIONS REQUIRED:

Provides all areas of Locally Employed (LE) Staff supervision, and provides logistics and support for Area Telecommunications Office - ASIA employees. In addition, the job holder will team up with the ATO LE Staff supervisor counter-part when joint activities are required, which equates to supporting an additional office. Job holder must be able to manage multiple tasking in areas of procuring, cash handling, paying bills, visa expediting, translating, chauffeuring, project management and various administrative duties. Also, responsible for driver scheduling and supervisory responsibility for all warehouse operations including the inventory management database residing on the OpenNet (ATO Asia O://). The job holder is direct supervisor and evaluator of three LE Staff personnel.

QUALIFICATIONS REQUIRED:

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

- (1) Completion of Associates Degree, High Vocational School, or Commercial School;
- (2) At least two years of experience in administrative work or logistics management with some warehouse operation experience plus a minimum of one year of supervisory work experience;

- (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) Ability to be handle a diversity of tasks and set priorities with a constantly changing schedule;
- (5) Ability to be on call 24 hours a day, 7 days a week and available to work weekends, late nights and early morning;
- (6) Ability to drive various types of motor vehicles e.g., sedans, vans, and motorcycles. Must possess a valid Thai driving license (please submit a copy of the license).

SELECTION PROCESS:

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

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold 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.

TO APPLY:

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

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: March 20, 2014.
