

Voucher Examiner (PSU) (T)

Voucher Examiner (PSU)

Security Coordinator (T)

Security Coordinator

Consular Clerk (T)

Consular Clerk

Translator/Web Writer (T)

Translator/Web Writer

Project Accountant (T)

Project Accountant

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

OPEN TO: All Interested Candidates

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

OPENING DATE: December 2, 2011

CLOSING DATE: Until filled

WORK HOURS: Full-time; 40 hrs/week

SALARY:

- Not Ordinarily Resident (NOR): USD 39,994 per annum (minimum starting salary)
(Position Grade: FP-7 to be confirmed by Washington)
- Ordinarily Resident (OR): THB 480,033 per annum (minimum starting salary)
(Position Grade: FSN-7)

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

BASIC FUNCTION OF POSITION:

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

QUALIFICATIONS REQUIRED:

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

- (1) Two years post secondary study at college or university (high vocational school or equivalent);
- (2) Two years of progressively experience responsible work in finance, accounting, bookkeeping or related financial field;

(3) Level IV (Fluent) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered).

SELECTION PROCESS:

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

SALARY RANGE:

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

SUBMIT APPLICATION TO:

Regional Human Resources Office

Attention: Recruitment

American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand

E-mail: bkkrecruitment@state.gov

Fax: 02-205-4928

** Please do not attach a photo. If your photo is attached, your application will not be considered.

CLOSING DATE FOR THE POSITION: Until filled

FSN# 2012/04

Voucher Examiner (PSU)

OPEN TO: All Interested Candidates

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

OPENING DATE: December 2, 2011

CLOSING DATE: Until filled

WORK HOURS: Full-time; 40 hrs/week

SALARY:

- Not Ordinarily Resident (NOR): USD 44,737 per annum (minimum starting salary)
(Position Grade: FP-6 to be confirmed by Washington)
- Ordinarily Resident (OR): THB 574,907 per annum (minimum starting salary)
(Position Grade: FSN-8)

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

BASIC FUNCTION OF POSITION:

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

QUALIFICATIONS REQUIRED:

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

- (1) Two years post secondary study at college or university (high vocational school or equivalent);
- (2) Two years of progressively experience responsible work in finance, accounting, bookkeeping or related financial field;
- (3) Level IV (Fluent) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);

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

SELECTION PROCESS:

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

SALARY RANGE:

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

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CLOSING DATE FOR THE POSITION: Until filled

FSN# 2012/12 (T)
Security Coordinator

OPEN TO: All Interested Candidates

POSITION: Security Coordinator, FSN-6; FP-8 (Trainee)

OPENING DATE: March 9, 2012

CLOSING DATE: March 22, 2012

WORK HOURS: Full-time; 40 hrs/week

SALARY:

- Not Ordinarily Resident (NOR): FP-8
- Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Security Coordinator in its Regional Security Office Investigator (RSOI) located at 120-122 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Manage the day-to-day activities of the 120 positions Local Guard Forces located at the facilities nationwide. Directly responsible for managing and coordinating training, special events, and responding to emergencies that entails liaison with Royal Thai Police, US Government agencies and Thai government officials.

QUALIFICATIONS REQUIRED:

***NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website*

- (1) Completion of Secondary school or (M6) equivalent;
- (2) At least two years of military, police or private experience in security and guard related duties;
- (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 **600** or higher with application, or application will not be considered) are required;
- (4) Must be skilled in guard related procedures;
- (5) Must be familiar with law enforcement procedure and method and basic security equipment use;
- (6) Must process a valid driver's license.

SELECTION PROCESS:

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

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CLOSING DATE FOR THE POSITION: March 22, 2012

FSN# 2012/12
Security Coordinator

OPEN TO: All Interested Candidates

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

OPENING DATE: March 9, 2012

CLOSING DATE: March 22, 2012

WORK HOURS: Full-time; 40 hrs/week

SALARY:

- Not Ordinarily Resident (NOR): FP-7
- Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Security Coordinator in its Regional Security Office Investigator (RSOI) located at 120-122 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Manage the day to day activities of the 120 positions Local Guard Forces located at the facilities nationwide. Directly responsible for managing and coordinating training, special events, and responding to emergencies that entails liaison with Royal Thai Police, US Government agencies and Thai government officials.

QUALIFICATIONS REQUIRED:

***NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website*

- (1) Completion of Secondary school or (M6) equivalent;
- (2) At least three years of military, police or private experience in security and guard related duties of which at least six months should have been in a supervisory capacity;
- (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 **600** or higher with application, or application will not be considered) are required;
- (4) Must be skilled in guard related procedures;
- (5) Must be familiar with law enforcement procedure and method and basic security equipment use;
- (6) Must process a valid driver's license.

SELECTION PROCESS:

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

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CLOSING DATE FOR THE POSITION: March 22, 2012

FSN# 2012/15 (T)
Consular Clerk

OPEN TO: All Interested Candidates

POSITION: Consular Clerk, FSN-5; FP-9

OPENING DATE: February 17, 2012

CLOSING DATE: March 15, 2012

WORK HOURS: Full-time; 40 hrs/week

SALARY:

- Not Ordinarily Resident (NOR): FP-9
- Ordinarily Resident (OR): FSN-5

The U.S. Embassy in Bangkok is seeking an individual for the position of Consular Clerk, located at Wichayanon Road, **Chiang Mai**.

BASIC FUNCTION OF POSITION:

Performs routine American Citizen Services (ACS) and Nonimmigrant Visa (NIV) processing, including handling inquiries and service requests; application intake, review, and screening; data entry, photo capture, and fingerprint collection; and printing and quality control. Handles correspondence related to routine inquiries. Does back up duties as assigned.

QUALIFICATIONS REQUIRED:

***NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.*

- (1) Completion of at least two years post secondary study at college or university (high vocational school or equivalent);
- (2) Level IV (Fluent) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);
- (3) Must be client-oriented, with good interpersonal skills;
- (4) Must be able to type quickly and accurately to do data entry in computer system and use a variety of office machines (particularly computers and peripherals such as scanners, printers, and digital cameras) and common software programs (particularly MS Office).

SELECTION PROCESS:

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

SUBMIT APPLICATION TO:

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CLOSING DATE FOR THE POSITION: March 15, 2012

FSN# 2012/15
Consular Clerk

OPEN TO: All Interested Candidates

POSITION: Consular Clerk, FSN-6; FP-8

OPENING DATE: February 17, 2012

CLOSING DATE: March 15, 2012

WORK HOURS: Full-time; 40 hrs/week

SALARY:

- Not Ordinarily Resident (NOR): FP-8
- Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Consular Clerk, located at Wichayanon Road, **Chiang Mai**.

BASIC FUNCTION OF POSITION:

Performs routine American Citizen Services (ACS) and Nonimmigrant Visa (NIV) processing, including handling inquiries and service requests; application intake, review, and screening; data entry, photo capture, and fingerprint collection; and printing and quality control. Handles correspondence related to routine inquiries. Does back up duties as assigned.

QUALIFICATIONS REQUIRED:

***NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.*

- (1) Completion of at least two years post secondary study at college or university (high vocational school or equivalent);
- (2) At least one year of work experience in a position with substantial customer service requirement;
- (3) Level IV (Fluent) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);
- (4) Must be client-oriented, with good interpersonal skills;
- (5) Must be able to type quickly and accurately to do data entry in computer system and use a variety of office machines (particularly computers and peripherals such as scanners, printers, and digital cameras) and common software programs (particularly MS Office).

SELECTION PROCESS:

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

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CLOSING DATE FOR THE POSITION: March 15, 2012

FSN# 2012/19

Translator/Web Writer (T)

OPEN TO: All Interested Candidates

POSITION: Translator/Web Writer, FSN-7; FP-7

OPENING DATE: March 2, 2012

CLOSING DATE: March 15, 2012

WORK HOURS: Full-time; 40 hrs/week

SALARY:

- Not Ordinarily Resident (NOR): FP-7
- Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Translator/Web Writer in its Public Affairs Section located at GPF Witthayu Building, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

To perform written translation from Thai into English and English into Thai with minimal editing required on press releases for placement purposes; background outreach articles for distribution to the Thai media and government offices; pamphlets on US public affairs and foreign policy, economics, science issues, legal issues; and miscellaneous material for Public Affairs Bangkok's cultural programs. To research and write articles for web placement about U.S. Embassy activities in both Thai and English.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

- (1) Bachelor's Degree in Education, Social Science, International Relations or related Liberal Arts fields;
- (2) One year of experience in translation and writing in both Thai and English;
- (3) Level IV (Fluent) speaking/reading/writing English and Thai (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);
- (4) Must have a general knowledge of world affairs to allow a thorough understanding of materials to be translated;
- (5) Must be able to seek out stories for the Embassy webpage and deal with all sections of the Embassy;

(6) Good working knowledge of Microsoft Office applications (Word, Outlook) and the ability to quickly browse and research the Internet.

ELECTION PROCESS:

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

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CLOSING DATE FOR THE POSITION: MARCH 15, 2012

FSN# 2012/19

Translator/Web Writer

OPEN TO: All Interested Candidates

POSITION: Translator/Web Writer, FSN-8; FP-6

OPENING DATE: March 2, 2012

CLOSING DATE: March 15, 2012

WORK HOURS: Full-time; 40 hrs/week

SALARY:

- Not Ordinarily Resident (NOR): FP-6
- Ordinarily Resident (OR): FSN-8

The U.S. Embassy in Bangkok is seeking an individual for the position of Translator/Web Writer in its Public Affairs Section located at GPF Witthayu Building, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

To perform written translation from Thai into English and English into Thai with minimal editing required on press releases for placement purposes; background outreach articles for distribution to the Thai media and government offices; pamphlets on US public affairs and foreign policy, economics, science issues, legal issues; and miscellaneous material for Public Affairs Bangkok's cultural programs. To research and write articles for web placement about U.S. Embassy activities in both Thai and English.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

- (1) Bachelor's Degree in Education, Social Science, International Relations or related Liberal Arts fields;
- (2) Two years of experience in translation and writing in both Thai and English;
- (3) Level IV (Fluent) speaking/reading/writing English and Thai (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);
- (4) Must have a general knowledge of world affairs to allow a thorough understanding of materials to be translated;
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(6) Good working knowledge of Microsoft Office applications (Word, Outlook) and the ability to quickly browse and research the Internet.

ELECTION PROCESS:

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

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CLOSING DATE FOR THE POSITION: MARCH 15, 2012

FSN# 2012/18 (T)
Project Accountant

OPEN TO: All Interested Candidates (THAI Citizens)

POSITION: Project Accountant, FSN-9 (Trainee)

OPENING DATE: March 2, 2012

CLOSING DATE: March 22, 2012

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-9

The U.S. Embassy in Bangkok is seeking an individual for the position of Project Accountant in the U.S. Agency for International Development (USAID)/Office of Financial Management (OFM), located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Manage direct and maintain project accounting systems for USAID/ Regional Development Mission for Asia (RDMA)/ Thailand's office of Financial Management (OFM) and 9 client countries accountant for Project Funds (PA/PF) to regional serviced offices in Thailand, Vietnam, China, Burma, Laos, Timor Leste, Afghanistan, and Marshall Islands/Federated States of Micronesia. Duties include reviewing, analyzing, reconciling and balancing project funded accounting records and systems for RDMA and its client countries.

QUALIFICATIONS REQUIRED:

- (1) Bachelor's degree in Accounting, Finance, or Business Administration majoring in Accounting;
- (2) At least four years of progressively responsible experience in professional accounting, financial management or auditing;
- (3) Must have a thorough knowledge and understanding of professional accounting principles, theories, practices and knowledge of laws, regulations, and procedures;
- (4) Level IV (Fluent) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered).

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CLOSING DATE FOR THE POSITION: March 22, 2012

FSN# 2012/18

Project Accountant

OPEN TO: All Interested Candidates (THAI Citizens)

POSITION: Project Accountant, FSN-10

OPENING DATE: March 2, 2012

CLOSING DATE: March 22, 2012

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-10

The U.S. Embassy in Bangkok is seeking an individual for the position of Project Accountant in the U.S. Agency for International Development (USAID)/ Office of Financial Management (OFM), located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Manage direct and maintain project accounting systems for USAID/ Regional Development Mission for Asia (RDMA)/ Thailand's office of Financial Management (OFM) and 9 client countries accountant for Project Funds (PA/PF) to regional serviced offices in Thailand, Vietnam, China, Burma, Laos, Timor Leste, Afghanistan, and Marshall Islands/Federated States of Micronesia. Duties include reviewing, analyzing, reconciling and balancing project funded accounting records and systems for RDMA and its client countries.

QUALIFICATIONS REQUIRED:

- (1) Bachelor's degree in Accounting, Finance, or Business Administration majoring in Accounting;
- (2) At least five years of progressively responsible experience in professional accounting, financial management or auditing;
- (3) Must have a thorough knowledge and understanding of professional accounting principles, theories, practices and knowledge of laws, regulations, and procedures;
- (4) Level IV (Fluent) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered).

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