

Voucher Examiner (PSU) (T)

Voucher Examiner (PSU)

Security Coordinator (T)

Security Coordinator

Warehouse Clerk (T)

Warehouse Clerk

Physician

Medical Research Scientist

Program Manager (T)

Program Manager

Administrative Associate (T)

Administrative Associate

Administrative Assistant (T)

Administrative Assistant

A.I.D. Project Management Specialist (Malaria) (T)

A.I.D. Project Management Specialist (Malaria)

Project Accountant (T)

Project Accountant

Secretary (T)

Secretary

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 23, 2012

CLOSING DATE: April 5, 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.

SUBMIT APPLICATION TO:

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PLEASE ATTACH A COPY OF TRANSCRIPT AND A VALID DRIVER'S LICENSE.

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CLOSING DATE FOR THE POSITION: April 5, 2012

FSN# 2012/12
Security Coordinator

OPEN TO: All Interested Candidates

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

OPENING DATE: March 23, 2012

CLOSING DATE: April 5, 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: April 5, 2012

FSN# 2012/16 (T)
Warehouse Clerk

OPEN TO: All Interested Candidates

POSITION: Warehouse Clerk, FSN-3; FP-BB (Trainee)

OPENING DATE: March 16, 2012

CLOSING DATE: March 29, 2012

WORK HOURS: Full-time; 44 hrs/week

SALARY:

- Not Ordinarily Resident (NOR): FP-BB
- Ordinarily Resident (OR): FSN-3

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 at Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTION OF POSITION:

The incumbent is responsible for providing all areas of support to American Area Telecommunications Office (ATO/ASIA) employees located at both Rajdamri and the NOB compounds. The job holder will team up with ATO/RTC LES counterpart when joint activities are required, which equates to supporting another office. In addition, the job holder is responsible for handling multiple tasking in areas of procuring, visa, expediting, chauffeuring, as well as the servicing as a specialist, the job holder serves as an expert in all facets of the ATO-Warehouse duties to include stock pulls, nomenclature and identifying stock items, use of inventory database, warehouse replenishment procurements, inventories, shipping/receiving of stock, use of forklifts/warehouse equipments, support flights, building of crates, and local procurements i.e. locating and using local vendors to procure materials needed for ATO/Asia projects. Work schedule involves extended hours (early or late work), on weekends or on holidays. Be on call 24 hours a day, 7 days a week.

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 (Mathayom 6);

(2) Level II (Limited Knowledge) speaking/ reading/ writing in English and Thai (must provide a copy of valid TOEIC score of **400** or higher with application, or application will not be considered);

- (3) Must possess a valid Thai driver's license for passenger vehicle and be familiar with the Bangkok road system, outlying areas to include consulate in Chiang Mai; selected individual will be required to obtain a forklift and heavy truck license within one year;
- (4) Ability to operate various types of motor vehicles (sedans, trucks, vans, motorcycles, forklifts);
- (5) Ability to operate various hand tools, power equipment, instruments and computer.

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.

SUBMIT APPLICATION TO:

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Fax: 02-205-4928

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CLOSING DATE FOR THE POSITION: MARCH 29, 2012

FSN# 2012/16

Warehouse Clerk

OPEN TO: All Interested Candidates

POSITION: Warehouse Clerk, FSN-4; FP-AA

OPENING DATE: March 16, 2012

CLOSING DATE: March 29, 2012

WORK HOURS: Full-time; 44 hrs/week

SALARY:

- Not Ordinarily Resident (NOR): FP-AA
- Ordinarily Resident (OR): FSN-4

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 at Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTION OF POSITION:

The incumbent is responsible for providing all areas of support to American Area Telecommunications Office (ATO/ASIA) employees located at both Rajdamri and the NOB compounds. The job holder will team up with ATO/RTC LES counterpart when joint activities are required, which equates to supporting another office. In addition, the job holder is responsible for handling multiple tasking in areas of procuring, visa, expediting, chauffeuring, as well as the servicing as a specialist, the job holder serves as an expert in all facets of the ATO-Warehouse duties to include stock pulls, nomenclature and identifying stock items, use of inventory database, warehouse replenishment procurements, inventories, shipping/receiving of stock, use of forklifts/warehouse equipments, support flights, building of crates, and local procurements i.e. locating and using local vendors to procure materials needed for ATO/Asia projects. Work schedule involves extended hours (early or late work), on weekends or on holidays. Be on call 24 hours a day, 7 days a week.

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 (Mathayom 6);

(2) A minimum of one year experience in warehouse clerk, inventory management;

- (3) Level II (Limited Knowledge) speaking/ reading/ writing in English and Thai (must provide a copy of valid TOEIC score of **400** or higher with application, or application will not be considered);
- (4) Must possess a valid Thai driver's license for passenger vehicle and be familiar with the Bangkok road system, outlying areas to include consulate in Chiang Mai; selected individual will be required to obtain a forklift and heavy truck license within one year;
- (5) Ability to operate various types of motor vehicles (sedans, trucks, vans, motorcycles, forklifts);
- (6) Ability to operate various hand tools, power equipment, instruments and computer.

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 29, 2012

FSN# 2012/20

Physician

OPEN TO: All Interested Candidates

POSITION: Physician, FSN-12; FP-3

OPENING DATE: March 16, 2012

CLOSING DATE: March 29, 2012

WORK HOURS: Full-time; 40 hrs/week

SALARY:

- Not Ordinarily Resident (NOR): FP-3
- Ordinarily Resident (OR): FSN-12

The U.S. Embassy in Bangkok is seeking an individual for the position of Physician in its Regional Medical Services Office (RMO) located GPF, Wireless Road, Lumpini, Pathumwan, Bangkok.

BASIC FUNCTION OF POSITION:

Provides outpatient primary care medical services at the Embassy Medical Unit to patients covered under the Department of State Medical Program with special emphasis on pediatric care. During the absence of the both Regional Medical Officer and the Foreign Service Health Practitioner, this physician will provide medical supervision of the Medical Unit staff and be available for after-hours medical consultations and referrals.

QUALIFICATIONS REQUIRED:

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

- (1) Must hold a current medical license in a U.S. state or other country;
- (2) Must have current American board certification in Pediatrics with or without subspecialty;
- (3) Five years of post-residency clinical experience in their primary care specialty with at least 50% of the physician's time involved in direct patient care during the five years, including time spent in a private American pediatrics practice;
- (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);
- (5) Must be experienced with all aspects of pediatric care, including immunization practices.

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.

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CLOSING DATE FOR THE POSITION: March 29, 2012

FSN# 2012/24

Medical Research Scientist

OPEN TO: All Interested Candidates

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

OPENING DATE: March 16, 2012

CLOSING DATE: March 29, 2012

WORK HOURS: Full-time; 40 hrs/week

SALARY:

- Not Ordinarily Resident (NOR): FP-5 (Step 5 thru 14)
- Ordinarily Resident (OR): FSN-10

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Research Scientist in its U.S. Centers for Disease Control and Prevention (CDC) Office, located at Nakhorn Phanom.

BASIC FUNCTION OF POSITION:

Serves as the Surveillance and Research Coordinator for activities conducted by the International Emerging Infections Program (IEIP). The incumbent is responsible for performing a variety of tasks in designing, implementing, coordinating and analyzing research and surveillance activities on infectious diseases conducted by CDC/IEIP in Nakhon Phanom province.

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) Master's level degree in public health, biomedical or science related field with at least three years experience in public health or research;
- (2) Three years in public health or research, or related field, managing and coordinating health programs;
- (3) Experience in disease surveillance or epidemiological research methods and procedures, and able to identify departure from research study protocols and to develop detailed methods not specified in protocols where indicated;
- (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);

(5) Must have standard knowledge of computer software packages including word processing, spreadsheets, e-mail and graphics.

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 29, 2012

FSN# 2012/25 (T)
Program Manager

OPEN TO: All Interested Candidates

POSITION: Program Manager, FSN-10; FP-5 (Step 5 thru 14) (Trainee)

OPENING DATE: March 16, 2012

CLOSING DATE: March 29, 2012

WORK HOURS: Full-time; 40 hrs/week

SALARY:

- Not Ordinarily Resident (NOR): FP-5 (Step 5 thru 14 (Trainee)
- Ordinarily Resident (OR): FSN-10

The U.S. Embassy in Bangkok is seeking an individual for the position of Program Manager in its Regional Employee Development Center (REDC) located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

The jobholder serves as Program Manager for the Regional Employee Development Center (REDC). The jobholder is responsible for strategic planning, organizing, coordinating, and implementing activities to promote career development and training opportunities for locally engaged staff in three regions: East Asia and Pacific, Near East Asia and South Central Asia. The position directly supervises two training instructors and two training assistants as well as assigns training courses.

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) Bachelors Degree in Education, Human Resource Management, Business Management Disciplines or Communications;

(2) A minimum of 9 years of high level experience in training, education or business administration in a large well established organization of which at least 2 years must be at a senior manager level at a large diplomatic mission or international organization;

(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) Expert level knowledge and understanding of diplomatic or international organization operation. Good knowledge of skills and career development at an organizational and regional level;

- (5) Must be able to manage broad and highly demanding work in an international diplomatic environment;
- (6) Ability to manage complex and multi-functional operations.

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 29, 2012

FSN# 2012/25
Program Manager

OPEN TO: All Interested Candidates

POSITION: Program Manager, FSN-11; FP-4

OPENING DATE: March 16, 2012

CLOSING DATE: March 29, 2012

WORK HOURS: Full-time; 40 hrs/week

SALARY:

- Not Ordinarily Resident (NOR): FP-4
- Ordinarily Resident (OR): FSN-11

The U.S. Embassy in Bangkok is seeking an individual for the position of Program Manager in its Regional Employee Development Center (REDC) located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

The jobholder serves as Program Manager for the Regional Employee Development Center (REDC). The jobholder is responsible for strategic planning, organizing, coordinating, and implementing activities to promote career development and training opportunities for locally engaged staff in three regions: East Asia and Pacific, Near East Asia and South Central Asia. The position directly supervises two training instructors and two training assistants as well as assigns training courses.

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) Bachelors Degree in Education, Human Resource Management, Business Management Disciplines or Communications;

(2) A minimum of 10 years of high level experience in training, education or business administration in a large well established organization of which at least 3 years must be at a senior manager level at a large diplomatic mission or international organization;

(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) Expert level knowledge and understanding of diplomatic or international organization operation. Good knowledge of skills and career development at an organizational and regional level;

- (5) Must be able to manage broad and highly demanding work in an international diplomatic environment;
- (6) Ability to manage complex and multi-functional operations.

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 29, 2012

FSN# 2012/26 (T)
Administrative Associate

OPEN TO: All Interested Candidates

POSITION: Administrative Associate, FSN-5; FP-9 (Trainee)

OPENING DATE: March 16, 2012

CLOSING DATE: March 29, 2012

WORK HOURS: Full-time; 40 hrs/week

SALARY:

- Not Ordinarily Resident (NOR): USD 27,431 per annum (minimum starting salary)
(Position Grade: FP-9 to be confirmed by Washington)
- Ordinarily Resident (OR): THB 324,136 per annum (minimum starting salary)
(Position Grade: FSN-5)

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

BASIC FUNCTION OF POSITION:

The position primarily provides administrative support to Post Support Unit and its personnel. Duties include retrieving incoming vouchers from PSU mailbox; maintaining voucher log and central files systems; monitoring mailbox to ensure all requests are appropriately responded in a timely fashion, performing T&A function for PSU Bangkok and other clerical tasks.

QUALIFICATIONS REQUIRED:

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

- (1) Bachelor of Arts, Business Administration, or related field;
- (2) At least one year of professional experience in office management or administrative support;
- (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) Possess extensive knowledge of office management and administrative support procedures;
- (5) Must be familiar with Microsoft office software i.e. Word, Excel, PowerPoint.

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: March 29, 2012

FSN# 2012/26

Administrative Associate

OPEN TO: All Interested Candidates

POSITION: Administrative Associate, FSN-6; FP-8

OPENING DATE: March 16, 2012

CLOSING DATE: March 29, 2012

WORK HOURS: Full-time; 40 hrs/week

SALARY:

- Not Ordinarily Resident (NOR): USD 30,684 per annum (minimum starting salary)
(Position Grade: FP-8 to be confirmed by Washington)
- Ordinarily Resident (OR): THB 362,706 per annum (minimum starting salary)
(Position Grade: FSN-6)

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

BASIC FUNCTION OF POSITION:

The position primarily provides administrative support to Post Support Unit and its personnel. Duties include retrieving incoming vouchers from PSU mailbox; maintaining voucher log and central files systems; monitoring mailbox to ensure all requests are appropriately responded in a timely fashion, performing T&A function for PSU Bangkok and other clerical tasks.

QUALIFICATIONS REQUIRED:

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

- (1) Bachelor of Arts, Business Administration, or related field;
- (2) Two years of professional experience in office management or administrative support;
- (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) Possess extensive knowledge of office management and administrative support procedures;
- (5) Must be familiar with Microsoft office software i.e. Word, Excel, PowerPoint.

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

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Fax: 02-205-4928

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CLOSING DATE FOR THE POSITION: March 29, 2012

FSN# 2012/28 (T)
Administrative Assistant

OPEN TO: All Interested Candidates

POSITION: Administrative Assistant, FSN-6; FP-8 (Trainee)

OPENING DATE: March 23, 2012

CLOSING DATE: April 5, 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 Administrative Assistant in its Public Affairs Section located at GPF Witthayu Building, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serves as the Program and Executive Assistant, overseeing the general administration of the Regional English Language Office (RELO) and serving as the point of contact with other Public Affairs and Embassy elements, as well as with vendors and callers. Provides administrative and program assistance to one American Officer – the Regional English Language Officer – and one Senior Staff – the Senior Cultural Affairs Specialist (RELO Assistant). Exercises constant and impeccable judgment to balance individual priorities for completion of work, maintenance of separate schedules, and various rules of procedure. Provides back-up support to the RELO Assistant, as needed. Supports all RELO programs as necessary and adds assistance to the PA section for special programs as needed and time allows.

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 English, Education, International Studies, Linguistics, or Communications;
- (2) At least 1 year of experience of Office Management support work;
- (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 be thoroughly familiar with Thai protocol, society, educational system and institutions, as well as professional structures;

- (5) A general basic understanding of U.S. society, culture, educational system and institutions for responding to requests for information for interacting with American staff and program participants;
- (6) Good working knowledge of Microsoft Office applications (Word, Outlook, Excel and a basic database) and the ability to quickly browse, use Facebook 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.

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 ATTACH A COPY OF TRANSCRIPT.

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CLOSING DATE FOR THE POSITION: APRIL 5, 2012

FSN# 2012/28

Administrative Assistant

OPEN TO: All Interested Candidates

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

OPENING DATE: March 23, 2012

CLOSING DATE: April 5, 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 Administrative Assistant in its Public Affairs Section located at GPF Witthayu Building, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serves as the Program and Executive Assistant, overseeing the general administration of the Regional English Language Office (RELO) and serving as the point of contact with other Public Affairs and Embassy elements, as well as with vendors and callers. Provides administrative and program assistance to one American Officer – the Regional English Language Officer – and one senior Staff – the Senior Cultural Affairs Specialist (RELO Assistant). Exercises constant and impeccable judgment to balance individual priorities for completion of work, maintenance of separate schedules, and various rules of procedure. Provides back-up support to the RELO Assistant, as needed. Supports all RELO programs as necessary and adds assistance to the PA section for special programs as needed and time allows.

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 English, Education, International Studies, Linguistics, or Communications;
- (2) At least 2 years of experience of Office Management support work;
- (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 be thoroughly familiar with Thai protocol, society, educational system and institutions, as well as professional structures;

- (5) A general basic understanding of U.S. society, culture, educational system and institutions for responding to requests for information for interacting with American staff and program participants;
- (6) Good working knowledge of Microsoft Office applications (Word, Outlook, Excel and a basic database) and the ability to quickly browse, use Facebook 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: APRIL 5, 2012

FSN# 2012/01 (T)

A.I.D. Project Management Specialist (Malaria)

OPEN TO: All Interested Candidates (Thai Citizens)

POSITION: A.I.D. Project Management Specialist (Malaria), FSN-11 (Trainee)

OPENING DATE: March 16, 2012

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-11

The U.S. Embassy in Bangkok is seeking an individual for the position of A.I.D. Project Management Specialist (Malaria) in the U.S. Agency for International Development (USAID)/ Office of Public Health (OPH), located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serves as Malaria Specialist supports the President's Malaria Initiative (PMI) program in planning, management, implementation, policy and monitoring and evaluation. S/he provides technical guidance and leadership in collaborating with the USG team and technical working groups. S/he also serves as a Contracting Officer's Technical Representative (COTR) and Agreement Officer's Technical Representative (AOTR) for several malaria programs, and provides management and technical guidance to implementing partners. S/he assists in developing a monitoring and evaluation plan for PMI activities by reviewing partner's quarterly reports, tracking partner performance data, conducting site visits, and monitoring activities undertaken by implementing partners.

QUALIFICATIONS REQUIRED:

- (1) Master's degree with a specialization in one of the following areas and knowledge of the others: Medicine, Public Health, Epidemiology, Social Sciences, Veterinary Sciences, Entomology, or Microbiology with familiarity in technical aspects of infectious diseases including Malaria;
- (2) A minimum of nine (9) years of professional experience managing and implementing public health program in developing countries with at least five years' experience in infectious diseases. The incumbent will also have experience in working with and advising senior officials, and managing programs without direct, on-site supervision;
- (3) Level IV (Fluent) speaking/reading/writing in English and Thai;
- (4) Must have comprehensive knowledge of the concepts, principles, techniques and practices of infectious disease issues and the strategies most effective for implementing these interventions;
- (5) Must have practical knowledge of health services and the international/national/local infectious diseases response;

(6) Able to plan, develop, manage and evaluate important and complex programs.

SUBMIT APPLICATION TO:

Regional Human Resources Office

Attention: Recruitment

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

E-mail: bkcrecruitment@state.gov

Fax: 02-205-4928

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CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2012/01

A.I.D. Project Management Specialist (Malaria)

OPEN TO: All Interested Candidates (Thai Citizens)

POSITION: A.I.D. Project Management Specialist (Malaria), FSN-12

OPENING DATE: March 16, 2012

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-12

The U.S. Embassy in Bangkok is seeking an individual for the position of A.I.D. Project Management Specialist (Malaria) in the U.S. Agency for International Development (USAID)/ Office of Public Health (OPH), located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serves as Malaria Specialist supports the President's Malaria Initiative (PMI) program in planning, management, implementation, policy and monitoring and evaluation. S/he provides technical guidance and leadership in collaborating with the USG team and technical working groups. S/he also serves as a Contracting Officer's Technical Representative (COTR) and Agreement Officer's Technical Representative (AOTR) for several malaria programs, and provides management and technical guidance to implementing partners. S/he assists in developing a monitoring and evaluation plan for PMI activities by reviewing partner's quarterly reports, tracking partner performance data, conducting site visits, and monitoring activities undertaken by implementing partners.

QUALIFICATIONS REQUIRED:

- (1) Master's degree with a specialization in one of the following areas and knowledge of the others: Medicine, Public Health, Epidemiology, Social Sciences, Veterinary Sciences, Entomology, or Microbiology with familiarity in technical aspects of infectious diseases including Malaria;
- (2) A minimum of ten (10) years of professional experience managing and implementing public health program in developing countries with at least five years' experience in infectious diseases. The incumbent will also have experience in working with and advising senior officials, and managing programs without direct, on-site supervision;
- (3) Level IV (Fluent) speaking/reading/writing in English and Thai;
- (4) Must have comprehensive knowledge of the concepts, principles, techniques and practices of infectious disease issues and the strategies most effective for implementing these interventions;
- (5) Must have practical knowledge of health services and the international/national/local infectious diseases response;
- (6) Able to plan, develop, manage and evaluate important and complex programs.

SUBMIT APPLICATION TO:

Regional Human Resources Office

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CLOSING DATE FOR THE POSITION: Until Filled

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: April 26, 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).

SUBMIT APPLICATION TO:

Regional Human Resources Office

Attention: Recruitment

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E-mail: bkkrecruitment@state.gov

Fax: 02-205-4928

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CLOSING DATE FOR THE POSITION: April 26, 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: April 26, 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).

SUBMIT APPLICATION TO:

Regional Human Resources Office

Attention: Recruitment

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Fax: 02-205-4928

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CLOSING DATE FOR THE POSITION: April 26, 2012

FSN# 2012/23 (T)
Secretary

OPEN TO: All Interested Candidates (Thai Citizens)

POSITION: Secretary, FSN-5 (Trainee)

OPENING DATE: March 16, 2012

CLOSING DATE: April 5, 2012

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Ordinarily Resident (OR): FSN-5: Thai Baht 324,136 per annum (minimum starting salary)
(Position Grade: FSN-5)

The U.S. Embassy in Bangkok is seeking an individual for the position of Secretary in the U.S. Agency for International Development (USAID)/General Development Office (GDO) located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

The incumbent will assist General Development Office's Administrative Assistant for the full range of secretarial/clerical services and administrative support to the Office team members. The incumbent is expected to ensure efficient and effective administrative office operations. In addition, the incumbent will be required to exercise discretion with respect to activities that may occur in the absence of the Administrative Assistant. The incumbent will also maintain day-to-day contact and interact with counterparts and appropriate personnel at U.S. Agency for International Development/Regional Development Mission for Asia, USAID/Washington, USAID Missions, U.S. Embassies, and other U.S. government agencies.

QUALIFICATIONS REQUIRED:

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

- (1)** Bachelor Degree in Business/Public Administration, International Development, Arts/Liberal Arts, Human Resources Management, or Social Science;
- (2)** A minimum of six months of experience in the field of secretarial/administrative management in private company, multi-national company, and/or other international organization(s);
- (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 demonstrate proficiency in using computer programs (MS Word, Excel, Outlook, PowerPoint, etc.) and typing various correspondence formats;

(5) Must possess excellent communication and interpersonal skills.

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

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CLOSING DATE FOR THE POSITION: April 5, 2012

FSN# 2012/23

Secretary

OPEN TO: All Interested Candidates (Thai Citizens)

POSITION: Secretary, FSN-6

OPENING DATE: March 16, 2012

CLOSING DATE: April 5, 2012

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Ordinarily Resident (OR): FSN-6: Thai Baht 362,706 per annum (minimum starting salary)
(Position Grade: FSN-6)

The U.S. Embassy in Bangkok is seeking an individual for the position of Secretary in the U.S. Agency for International Development (USAID)/General Development Office (GDO) located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

The incumbent will assist General Development Office's Administrative Assistant for the full range of secretarial/clerical services and administrative support to the Office team members. The incumbent is expected to ensure efficient and effective administrative office operations. In addition, the incumbent will be required to exercise discretion with respect to activities that may occur in the absence of the Administrative Assistant. The incumbent will also maintain day-to-day contact and interact with counterparts and appropriate personnel at U.S. Agency for International Development /Regional

Development Mission for Asia, USAID/Washington, USAID Missions, U.S. Embassies, and other U.S. government agencies.

QUALIFICATIONS REQUIRED:

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

- (1) Bachelor Degree in Business/Public Administration, International Development, Arts/Liberal Arts, Human Resources Management, or Social Science;
- (2) A minimum of one year experience in the field of secretarial/administrative management in private company, multi-national company, and/or other international organization(s);
- (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 demonstrate proficiency in using computer programs (MS Word, Excel, Outlook, PowerPoint, etc.) and typing various correspondence formats;
- (5) Must possess excellent communication and interpersonal skills.

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CLOSING DATE FOR THE POSITION: April 5, 2012

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