

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

[FSN# 2013/115 \(T\) / Medical Equipment Technician](#)

[FSN# 2013/115 / Medical Equipment Technician](#)

[FSN# 2013/128 \(T\) / Voucher Examiner \(PSU\)](#)

[FSN# 2013/128 / Voucher Examiner \(PSU\)](#)

[FSN# 2014/5 \(T\) / Medical Research Scientist](#)

[FSN# 2014/5 / Medical Research Scientist](#)

[FSN#2014/23 \(T\) / Security Equipment Technician](#)

[FSN#2014/23 / Security Equipment Technician](#)

[FSN# 2014/28 \(T\) / Mason](#)

[FSN# 2014/28 / Mason](#)

[FSN# 2014/33 \(T\) / Surveillance Detection Guard](#)

[FSN# 2014/33 / Surveillance Detection Guard](#)

[FSN# 2014/35 / Administrative Assistant](#)

[FSN# 2014/37 \(8 positions\) / Trades Helper ผู้ช่วยช่าง](#)

[FSN# 2014/44 \(T\) / Visa Clerk](#)

[FSN# 2014/44 / Visa Clerk](#)

[FSN#2014/45 \(T\) \(2 positions\) / Customer Support Desk](#)

[FSN#2014/45 \(2 positions\) / Customer Support Desk](#)

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.

Failure to follow the instructions will invalidate your application.

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 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# 2014/5 (T)
Medical Research Scientist

OPEN TO: All Interested candidates

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

OPENING DATE: March 28, 2014

CLOSING DATE: April 10, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY:

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

Not Ordinarily Resident (NOR): FP-5(step 1 thru 4)

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

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Research Scientist in its Department of Enteric Diseases/Bacteriology, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6, Rajvithi Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Serve as the supervisor of Bacteriology Section to supervises 5 medical research technicians and direct all research studies in Bacteriology Section. The position involves planning mew research projects, writing research proposals to obtain grants and funding, preparing presentations, project outlines, reports, Standard Operating Procedures (SOPs) and manuscripts for publication. The position serves to develop, perform, and analyze routine and advanced/complex microbiology research studies for the Department of Enteric Diseases.

QUALIFICATIONS REQUIRED:

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

- (1) Master degree in Microbiology, Biotechnology or Molecular Biology is required;
- (2) Four years of progressive experience in conducting various types of microbiology assays is required;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least 855 can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);
- (4) Able to plan, design, develop and review SOPs and research proposals is required;

- (5) Able to write manuscripts for publications, status reports, and research proposal to prepare presentations of research work is required;
- (6) Have a standard computer skills e.g. Microsoft office (Word, Excel, PowerPoint, Access), Internet Explorer, PDF and Adobe and EndNote software to do reference searches, citations, to edit and to format bibliographies for manuscripts.

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: April 10, 2014

“This is a re-advertisement of announcement from December 6, 2013 (VA#2013/123). Applications previously received will also be considered.”

FSN# 2014/5

Medical Research Scientist

OPEN TO: All Interested candidates

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

OPENING DATE: March 28, 2014

CLOSING DATE: April 10, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-10, THB 760,852 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-5(step 5 thru 14)

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

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Research Scientist in its Department of Enteric Diseases/Bacteriology, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6, Rajvithi Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Serve as the supervisor of Bacteriology Section to supervises 5 medical research technicians and direct all research studies in Bacteriology Section. The position involves planning mew research projects, writing research proposals to obtain grants and funding, preparing presentations, project outlines, reports, Standard Operating Procedures (SOPs) and manuscripts for publication. The position serves to develop, perform, and analyze routine and advanced/complex microbiology research studies for the Department of Enteric Diseases.

QUALIFICATIONS REQUIRED:

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

- (1) Master degree in Microbiology, Biotechnology or Molecular Biology is required;
- (2) Five years of progressive experience in conducting various types of microbiology assays is required;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least 855 can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);
- (4) Able to plan, design, develop and review SOPs and research proposals is required;

- (5) Able to write manuscripts for publications, status reports, and research proposal to prepare presentations of research work is required;
- (6) Have a standard computer skills e.g. Microsoft office (Word, Excel, PowerPoint, Access), Internet Explorer, PDF and Adobe and EndNote software to do reference searches, citations, to edit and to format bibliographies for manuscripts.

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: April 10, 2014

“This is a re-advertisement of announcement from December 6, 2013 (VA#2013/123). Applications previously received will also be considered.”

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 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) 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 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#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.
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- (3) The candidate must submit all the required documents as requested.
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- (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.

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CLOSING DATE FOR THE POSITION: Until filled

FSN# 2014/28 (T)

Mason

OPEN TO: All Interested Candidates

POSITION: Mason, FSN-4, FP-AA (Trainee)

OPENING DATE: March 28, 2014

CLOSING DATE: April 10, 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 Mason in its Management Division, located at U.S. Consulate General, 387 Witchayanon Road, Chiang Mai.

BASIC FUNCTIONS REQUIRED:

The incumbent performs full journeyman level in masonry and building construction trade and duties involved in daily maintenance, repair and construction work of concrete floor, surfaces and pavements, masonry walls or masonry structures, wall tiles and floor tiles of the buildings and facilities maintained by the post. Work includes removal of concrete or masonry structures, alteration, rehabilitation and restoration of the buildings and facilities of the post.

QUALIFICATIONS REQUIRED:

- (1) Completion of vocational school or equivalent in masonry or building construction trade. Or completion of high school in general course with a certificate of apprenticeship recognized as producing masonry or building construction work;
- (2) Minimum one year direct experience in masonry or building construction work;
- (3) Level II (Limited Knowledge) speaking/reading/writing in Thai and English (Provide a copy of valid TOEIC score of at least **400**, or pass the English Placement Test (EPT) that is conducted by the Regional Human Resources Office);
- (4) Ability to drive and possess a valid Thai driver's license (a copy of Thai driver's license is required with application);

- (5) Must be highly skilled in operating various hand tools, power equipment, and instruments as well as manual and mechanical lifting, driving, security and safety equipment;
- (6) Ability to understand continuing technological updates within a reasonable time.

SELECTION PROCESS:

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

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: April 10, 2014

FSN# 2014/28

Mason

OPEN TO: All Interested Candidates

POSITION: Mason, FSN-5, FP-9

OPENING DATE: March 28, 2014

CLOSING DATE: April 10, 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 Mason in its Management Division, located at U.S. Consulate General, 387 Witchayanon Road, Chiang Mai.

BASIC FUNCTIONS REQUIRED:

The incumbent performs full journeyman level in masonry and building construction trade. S/He also perform duties involved in daily maintenance, repair and construction work of concrete floor, surfaces and pavements, masonry walls or masonry structures, wall tiles and floor tiles of the buildings and facilities maintained by the post. Work includes removal of concrete or masonry structures, alteration, rehabilitation and restoration of the buildings and facilities of the post.

QUALIFICATIONS REQUIRED:

- (1) Completion of vocational school or equivalent in masonry or building construction trade. Or completion of high school in general course with a certificate of apprenticeship recognized as producing masonry or building construction work;
- (2) Minimum two years direct experience in masonry or building construction work;
- (3) Level II (Limited Knowledge) speaking/reading/writing in Thai and English (A copy of 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 drive and possess a valid Thai driver's license (a copy of Thai driver's license is required with application);

- (5) Must be highly skilled in operating various hand tools, power equipment, and instruments as well as manual and mechanical lifting, driving, security and safety equipment;
- (6) Ability to understand continuing technological updates within a reasonable time.

SELECTION PROCESS:

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

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: April 10, 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: April 10, 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 safely, and possess a valid Thai car and motorcycle driver's license (a copy of Thai car and motorcycle driver's license is required with application);
- (5) Ability to work independently and outside in all kinds of weather conditions, observe patterns of behavior, and operate photographic and mobile phone equipment.

SELECTION PROCESS:

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

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: April 10, 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: April 10, 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:

- (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: April 10, 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: April 4, 2014

CLOSING DATE: April 10, 2014

WORK HOURS: Full-time; 44 hours/week

SALARY:

Ordinarily Resident (OR): FSN-7, THB 528,036 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:

- (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: April 10, 2014.

“This is a re-advertisement of announcement from March 20, 2014. Applications previously received will also be considered.”

FSN# 2014/37 (8 positions)

Trades Helper ผู้ช่วยช่าง

OPEN TO: All Interested Candidates

POSITION: Trades Helper, FSN-2, FP-CC

OPENING DATE: March 14, 2014

CLOSING DATE: Until filled

WORK HOURS: Full-time; 40 hours/week

SALARY: เงินเดือน 14,796 บาทต่อเดือน

Ordinarily Resident (OR): FSN-2, THB 177,550 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-CC (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 Trades Helper in its Facilities Management section, American Embassy Bangkok.

BASIC FUNCTIONS REQUIRED:

Trades Helper primary duties will be to provide semi-skilled assistance to Facility Maintenance Tradesmen performing skilled maintenance and repair tasks on USG buildings, grounds, and equipment. Tasks may include, but not limited to, helping tradesmen in the following fields: carpentry, plumbing, electrical, air conditioning and refrigeration, welding, metal repair, masonry work, and minor janitorial or grounds maintenance duties.

มีหน้าที่ช่วยงานกึ่งฝีมือแก่ทีมงานช่างฝีมือ และช่างเทคนิคของแผนกบำรุงรักษาอาคารและสถานที่ ลักษณะงานที่ปฏิบัติเกี่ยวกับการดูแล ตรวจสอบ ซ่อมบำรุงอาคาร สถานที่ อุปกรณ์ เครื่องมือ เครื่องใช้ต่างๆ ของรัฐบาลสหรัฐอเมริกา ซึ่งงานในที่นี่รวมถึงงานไม้ งานประปา งานไฟฟ้า งานระบบปรับอากาศและระบบทำความเย็น งานเชื่อมและซ่อมโลหะ งานซ่อมเครื่องจักรกลขนาดเล็กหรือเครื่องกำเนิดไฟฟ้า งานปูน และงานทำความสะอาด หรือบำรุงรักษาภาคพื้นสนามเล็กน้อย

QUALIFICATIONS REQUIRED:

- (1) Completion of High School (Mathayom 6);
- (2) One year of general work experience as a shop assistant in construction, or building maintenance;

- (3) Level II (Limited Knowledge) speaking/reading/writing in Thai;
- (4) Must be able to use basic measuring tools and all basic hand tools, to include A-frame and straight ladders;
- (5) Ability to drive pick-up truck or cargo van with a valid driving license (Please provide a copy of the license);
- (6) Ability to lift and manipulate 30 kilograms.

คุณสมบัติ

- (1) วุฒิมัธยมศึกษาตอนต้น ม. 6
- (2) มีประสบการณ์ด้านผู้ช่วยส่วนงานก่อสร้าง งานบำรุงรักษาอาคารอย่างน้อย 1 ปี
- (3) สามารถพูด อ่าน และเขียนภาษาไทยได้
- (4) มีความสามารถในการใช้เครื่องมือวัดพื้นฐาน และเครื่องมือช่างทั้งหมด รวมถึงการใช้บันไดที่มีลักษณะโครงสร้างแบบตัว "A" และบันไดพาด
- (5) มีความสามารถในการขับรถกระบะ หรือรถตู้บรรทุกสินค้า และมีใบอนุญาตขับขี่ (กรุณาแนบสำเนาใบอนุญาตขับขี่)
- (6) มีความสามารถในการยกและเคลื่อนย้ายสิ่งของวัสดุหนัก 30 กิโลกรัม

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.

เอกสารสมัครงาน

1. ใบสมัคร DS-174 (ดาวน์โหลดได้ที่ http://bangkok.usembassy.gov/job_opportunities.html) หรือประวัติเป็นภาษาไทยหรือภาษาอังกฤษ
ห้าม ดัดรูปบนใบสมัครหรือประวัติ
2. สำเนาวุฒิการศึกษา
3. สำเนาใบอนุญาตขับขี่

วิธีการส่งเอกสารสมัครงาน

- อีเมลล์ bkkrecruitment@state.gov หรือ
- โทรสาร (แฟกซ์) 02-205-4928 หรือ
- ไปรษณีย์มาที่

สถานทูตสหรัฐอเมริกา
ฝ่ายทรัพยากรบุคคล (สมัครงาน)
เลขที่ 120-122 ถ. วิทยู แขวง ลุมพินี
เขต ปทุมวัน กรุงเทพฯ 10330

สอบถามข้อมูลเพิ่มเติมที่ 02-205-4463

FSN# 2014/44 (T)
Visa Clerk

OPEN TO: All Interested Candidates

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

OPENING DATE: April 4, 2014

CLOSING DATE: April 17, 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 Visa Clerk in its Nonimmigrant Visa (NIV) unit, Consular Section (CONS), located on Wireless Road in Bangkok.

BASIC FUNCTIONS REQUIRED:

The incumbent performs the full range of tasks required for the processing of nonimmigrant visa applications as follows: employ effective customer service skills in interactions with the public and representatives of government entities, assist in the management of applicant flow, verify information on electronic application and presented documents, prescreen applicants, identify unusual or conflicting information for officers, collect biometric data from applicants, manage flow of application packages, print visas, quality control check of printed visas, scan documents into case records, maintain visa accountability records, file documents, translate for officers as needed, and participate with officers in visa outreach activities.

QUALIFICATIONS REQUIRED:

- (1) Completion of college studies, commercial college, high vocational school or two years of full time after high schooling level;
- (2) Six months of office or similar experience in data management, records, application of regulatory material or customer service with at least one year experience in visa operations, which may be acquired during service in a training grade;
- (3) Level IV (fluent) speaking/reading/writing in Thai and Level III (Good Working Knowledge) speaking/reading/writing in English (A copy of TOEIC score of at least **600** can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);

- (4) Must complete or demonstrate ability to complete the Foreign Service Institute consular correspondence courses before being eligible for the full performance level;
- (5) Have excellent interpersonal skills, keyboarding, and data entry skills;
- (6) Have basic skills in the operation of office machinery and specialized equipment related to the processing of visas.

SELECTION PROCESS:

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

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: April 17, 2014

FSN# 2014/44

Visa Clerk

OPEN TO: All Interested Candidates

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

OPENING DATE: April 4, 2014

CLOSING DATE: April 17, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY:

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

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

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

The U.S. Embassy in Bangkok is seeking an individual for the position of Visa Clerk in its Nonimmigrant Visa (NIV) unit, Consular Section (CONS), located on Wireless Road in Bangkok.

BASIC FUNCTIONS REQUIRED:

The incumbent performs the full range of tasks required for the processing of nonimmigrant visa applications as follows: employ effective customer service skills in interactions with the public and representatives of government entities, assist in the management of applicant flow, verify information on electronic application and presented documents, prescreen applicants, identify unusual or conflicting information for officers, collect biometric data from applicants, manage flow of application packages, print visas, quality control check of printed visas, scan documents into case records, maintain visa accountability records, file documents, translate for officers as needed, and participate with officers in visa outreach activities.

QUALIFICATIONS REQUIRED:

- (1) Completion of college studies, commercial college, high vocational school or two years of full time after high schooling level;
- (2) One year of office or similar experience in data management, records, application of regulatory material or customer service with at least one year experience in visa operations, which may be acquired during service in a training grade;
- (3) Level IV (fluent) speaking/reading/writing in Thai and Level III (Good Working Knowledge) speaking/reading/writing in English (A copy of TOEIC score of at least **600** can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);

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

SELECTION PROCESS:

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

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: April 17, 2014

FSN#2014/45 (T) (2 positions)
Customer Support Desk

OPEN TO: All Interested candidates

POSITION: Customer Support Desk, FSN-7; FP-7, Trainee

OPENING DATE: April 4, 2014

CLOSING DATE: April 17, 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 Customer Support Desk in its Customer Support & Training Division, Comptroller and Global Financial Service (CGFS) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

The incumbent provides system analysis and corrective action to resolve mainly complex overseas financial system software issues for all Department of States (DoS) posts (over 200). Included in these efforts, the incumbent also performs problem analysis and problem solving when a software application needs to be enhanced. The services are performed by using automated tools and support utilities. This position also administers the E2 Travel Software application. The incumbent works directly with the vendors, posts and other E2 administrators in maintaining and updating data within the software.

QUALIFICATIONS REQUIRED:

- (1) Bachelor's degree in Computer Science, Science or Arts;
- (2) Minimum of two years' experience working as a technical support analyst or having experience in customer support or financial systems in a mainframe or client-server environment on systems similar in size, complexity, and scope to the DoS systems;
- (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) Technical skills in writing and presentation in order to deliver training on several hardware and software used by CGFS;
- (5) Ability to understand a complex enterprise-level networking and advanced IT as well as possess proficiency in programming language logic.

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: April 17, 2014.

**FSN#2014/45 (2 positions)
Customer Support Desk**

OPEN TO: All Interested candidates

POSITION: Customer Support Desk, FSN-8; FP-6

OPENING DATE: April 4, 2014

CLOSING DATE: April 17, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY:

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

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

The U.S. Embassy in Bangkok is seeking an individual for the position of Customer Support Desk in its Customer Support & Training Division, Comptroller and Global Financial Service (CGFS) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

The incumbent provides system analysis and corrective action to resolve mainly complex overseas financial system software issues for all Department of States (DoS) posts (over 200). Included in these efforts, the incumbent also performs problem analysis and problem solving when a software application needs to be enhanced. The services are performed by using automated tools and support utilities. This position also administers the E2 Travel Software application. The incumbent works directly with the vendors, posts and other E2 administrators in maintaining and updating data within the software.

QUALIFICATIONS REQUIRED:

- (1) Bachelor's degree in Computer Science, Science or Arts;
- (2) Minimum of three years' experience working as a technical support analyst or having experience in customer support or financial systems in a mainframe or client-server environment on systems similar in size, complexity, and scope to the DoS systems;
- (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) Technical skills in writing and presentation in order to deliver training on several hardware and software used by CGFS;
- (5) Ability to understand a complex enterprise-level networking and advanced IT as well as possess proficiency in programming language logic.

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:

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CLOSING DATE FOR THE POSITION: April 17, 2014.
