

Voucher Examiner (PSU) (T)

Voucher Examiner (PSU)

Physician

Engineer (General) (T)

Engineer (General)

Medical Research Scientist

Medical Research Technologist

Medical Research Technologist (Influenza)

Commercial Clerk (When-Actually-Employed position) – Two positions

Investigative Specialist

Chauffeur

Computer Management Assistant (Helpdesk) (T)

Computer Management Assistant (Helpdesk)

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

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

Administrative Associate (T)

Administrative Associate

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

OPEN TO: All Interested Candidates

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

OPENING DATE: July 20, 2012

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:

E-mail: bkkrecruitment@state.gov

** Please do not attach a photo in an Application Form (DS-174) or resume. 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: July 20, 2012

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.

SUBMIT APPLICATION TO:

E-mail: bkkrecruitment@state.gov

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CLOSING DATE FOR THE POSITION: Until filled

FSN# 2012/20

Physician

OPEN TO: All Interested Candidates

POSITION: Physician, FSN-12; FP-3

OPENING DATE: April 12, 2012

CLOSING DATE: Until filled

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 Building, 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.

SUBMIT APPLICATION TO:

E-mail: bkkrecruitment@state.gov

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CLOSING DATE FOR THE POSITION: Until filled

FSN# 2012/51(T)
Engineer (General)

OPEN TO: All Interested Candidates

POSITION: Engineer (General), FSN-10; FP-5 (step 5 thru 14), Trainee

OPENING DATE: July 6, 2012

CLOSING DATE: July 26, 2012

(This is an extension of announcement from June 15, 2012. Applications previously received will also be considered.)

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 Engineer (General) in its Residence Office In Charge of Construction (ROICC) office located at the JUSMAGTHAI compound, South Sathorn Road, Bangkok.

BASIC FUNCTION OF POSITION:

Provide construction management and engineering support services to the Resident Officer In Charge of Construction (ROICC), Site Thailand. Services include civil, mechanical, structural, and electrical engineering for the planning, design, construction, cost estimating, and inspection of construction and facilities support services for Department of Defense and State Department activities in Southeast Asia (including Thailand, Laos, Cambodia, Vietnam, Indonesia, Malaysia, East Timor, Australia, and the Philippines).

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 Civil, Mechanical, Electrical, or Structural Engineering field;
- (2) At least two years of progressive responsible experience as a registered professional engineer with two years of working experience in managerial level;
- (3) Must be a registered professional Engineer (minimum of Level 1);

(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 possess expert and thorough professional knowledge of the field of engineering in which engaged and a sound knowledge of allied fields bearing upon the engineering work involved such as building and construction practices and its code, price and cost analysis techniques sufficient to evaluate Thai and other Southerneast Asia contractor's proposals and prepare a negotiation position and construction cost estimate, construction scheduling, and U.S. Government Construction Contracting requirements;

(6) Must be able to operate Microsoft Office package.

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:

E-mail: bkkrecruitment@state.gov

PLEASE ATTACH A COPY OF REGISTERED PROFESSIONAL ENGINEER CERTIFICATE.

** Please do not attach a photo in an Application Form (DS-174) or resume. If your photo is attached, your application will not be considered.

CLOSING DATE FOR THE POSITION: July 29, 2012

FSN# 2012/51
Engineer (General)

OPEN TO: All Interested Candidates

POSITION: Engineer (General), FSN-11; FP-4

OPENING DATE: July 6, 2012

CLOSING DATE: July 26, 2012

(This is an extension of announcement from June 15, 2012. Applications previously received will also be considered.)

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 Engineer (General) in its Residence Office In Charge of Construction (ROICC) office located at the JUSMAGTHAI compound, South Sathorn Road, Bangkok.

BASIC FUNCTION OF POSITION:

Provide construction management and engineering support services to the Resident Officer In Charge of Construction (ROICC), Site Thailand. Services include civil, mechanical, structural, and electrical engineering for the planning, design, construction, cost estimating, and inspection of construction and facilities support services for Department of Defense and State Department activities in Southeast Asia (including Thailand, Laos, Cambodia, Vietnam, Indonesia, Malaysia, East Timor, Australia, and the Philippines).

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 Civil, Mechanical, Electrical, or Structural Engineering field;
- (2) Minimum of three years of progressive responsible experience as a registered professional engineer with at least three years of working experience in managerial level;
- (3) Must be a registered Engineer (minimum of Level 1);

(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 possess expert and thorough professional knowledge of the field of engineering in which engaged and a sound knowledge of allied fields bearing upon the engineering work involved such as building and construction practices and its code, price and cost analysis techniques sufficient to evaluate Thai and other Southerneast Asia contractor's proposals and prepare a negotiation position and construction cost estimate, construction scheduling, and U.S. Government Construction Contracting requirements;

(6) Must be able to operate Microsoft Office package.

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:

E-mail: bkkrecruitment@state.gov

PLEASE ATTACH A COPY OF REGISTERED PROFESSIONAL ENGINEER CERTIFICATE.

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CLOSING DATE FOR THE POSITION: July 29, 2012

FSN# 2012/54

Medical Research Scientist

OPEN TO: All Interested Candidates

POSITION: Medical Research Scientist, FSN-10

OPENING DATE: July 13, 2012

CLOSING DATE: July 26, 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 Department of Enteric Diseases, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6 Rajvithi Road, Bangkok 10400.

BASIC FUNCTION OF POSITION:

Serve as the supervisor of Immunology Section to supervise five medical research technicians and direct all research studies on Immunology of enteric diseases as well as other diseases of interest. Involve planning new research projects, creating ideas, designing, writing research proposals to obtain grants and funding, preparing presentations, project outlines, reports, Standard Operating Procedures (SOPs) and manuscripts for publications. Serve to develop, perform and analyze advanced/complex research studies in immunological analysis in enteric diseases and enteric vaccine evaluations.

QUALIFICATIONS REQUIRED:

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

- (1) A minimum of Master degree in immunology, microbiology or molecular biology fields;
- (2) Five years experience in conducting various types of immunological and bacteriological assays;
- (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 have advanced knowledge in medical technology, clinical immunology, animal model, clinical trials;
- (5) Able to use the following special software for immunological assays i.e. Softmax Pro, LMAT, ImmunoSpot, SigmaPlot.

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:

E-mail: bkkrecruitment@state.gov

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CLOSING DATE FOR THE POSITION: July 26, 2012

FSN# 2012/55

Medical Research Technologist

OPEN TO: All Interested Candidates

POSITION: Medical Research Scientist, FSN-8

OPENING DATE: July 13, 2012

CLOSING DATE: July 26, 2012

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-6

Ordinarily Resident (OR): FSN-8

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Research Technologist in Department of Enteric Diseases, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6 Rajvithi Road, Bangkok 10400.

BASIC FUNCTION OF POSITION:

Perform immunological analysis and other related laboratory work according to requirement of the department through the immunology section. Understand standard operating procedures (SOP) of the immunology section follow those SOPs accordingly and modify SOPs if required. Assist section supervisor to prepare project proposals, reports and manuscripts. Implement and validate new procedures in the section as assigned.

QUALIFICATIONS REQUIRED:

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

- (1) Master degree in Medical Science, Immunology, Microbiology or Molecular Biology;
- (2) Three years in immunology laboratory, clinical microbiology laboratory or molecular biology;
- (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) Have a basic and advanced knowledge of Microbiology and Molecular biology, familiar with scientific laboratory equipment.

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:

E-mail: bkkrecruitment@state.gov

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CLOSING DATE FOR THE POSITION: July 26, 2012

FSN# 2012/69

Medical Research Technologist (Influenza)

OPEN TO: All Interested Candidates

POSITION: Medical Research Technologist, FSN-9; FP-5 (Step 1 thru 4)

OPENING DATE: July 13, 2012

CLOSING DATE: July 26, 2012

WORK HOURS: Full-time; 40 hrs/week

SALARY:

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

Ordinarily Resident (OR): FSN-9

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Research Technologist in its U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTION OF POSITION:

Plans, oversees, coordinates, and supervises influenza study activities in accordance with study design, protocols, and other agreed upon procedures within the Program conducted by CDC in collaboration with the Ministry of Public Health, the Bangkok Metropolitan Administration, medical and governmental universities/institutes. Duties also include providing implementation guidance and technical support to ensure accurate completion of study procedures, as well as maintaining a thorough knowledge of clinical trials, epidemiology and ethical issues.

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 of Public Health, Master of Science in Public Health, Biology, Microbiology or related scientific fields;

(2) Three years progressively responsible work in clinical trials, infectious disease programs, or other public health program management, including direct technical experience with epidemiology program;

(3) Level IV (fluent) speaking/reading/writing in English and Thai;

(4) A thorough knowledge of computer skills, including Windows-based software, word processor, e-mail, graphic, spreadsheets and database;

(5) Must be able to make appropriate departures from research study protocols and to develop detailed methods not specified in protocols.

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:

E-mail: bkkrecruitment@state.gov

PLEASE ATTACH A COPY OF TRANSCRIPT.

** Please do not attach a photo in an Application Form (DS-174) or resume. If your photo is attached, your application will not be considered.

CLOSING DATE FOR THE POSITION: July 26, 2012

FSN# 2012/71

Commercial Clerk (When-Actually-Employed position) – Two positions

OPEN TO: All Interested Candidates

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

OPENING DATE: July 13, 2012

CLOSING DATE: July 26, 2012

WORK HOURS: When-Actually-Employed (WAE)

SALARY:

Not Ordinarily Resident (NOR): FP-9

Ordinarily Resident (OR): FSN-5

The U.S. Embassy in Bangkok is seeking an individual for the position of Commercial Clerk in its Foreign Commercial Service (FCS) Office, located at GPF Building, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Provides administrative and clerical support for a variety of commercial-related activities. Under supervision and guidance of Commercial Service officers and FSN Commercial Specialists, makes appointments, prepares schedules, maintains contact lists, finalizes reports and other office documents, answers phone and directs messages to appropriate staff, greets/escorts office visitors, and assists at trade events. Also serves as back-up to the Commercial Secretary/Receptionist.

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;
- (2) At least one year of administrative or clerical experience;
- (3) Level III (Good working knowledge) in Thai and English (must provide a copy of valid TOEIC score of **600** or higher with application, or application will not be considered);
- (4) Must have good working skill in operating Word Processing, Excel, PowerPoint;
- (5) Knowledge in operating typical office audio-visual equipment.

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:

E-mail: bkkrecruitment@state.gov

PLEASE ATTACH A COPY OF TRANSCRIPT.

** Please do not attach a photo in an Application Form (DS-174) or resume. If your photo is attached, your application will not be considered.

CLOSING DATE FOR THE POSITION: July 26, 2012

FSN# 2012/75

Investigative Specialist

OPEN TO: All Interested Candidates

POSITION: Investigative Specialist, FSN-10; FP-5 (Step 5 thru 14)

(Management may staff the employee at a developmental level, FSN-9 or FP-5 (Step 1 thru 4), depending on the qualifications of the selected candidate)

OPENING DATE: July 20, 2012

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hrs/week

SALARY:

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

Ordinarily Resident (OR): Thai Baht 640,463 per annum (minimum starting salary)

The U.S. Embassy in Bangkok is seeking an individual for the position of Investigative Specialist in its U.S. Secret Service (USSS) located Millennia Building, Soi Laungsuan, Bangkok.

BASIC FUNCTION OF POSITION:

Conduct complex investigations in Thailand, Indonesia, Malaysia, Cambodia, Laos, Myanmar, Vietnam, East Timor and Singapore concerning criminal investigations regarding financial crimes, to include but not limited to counterfeit U.S. currency, credit card fraud, internet fraud and bank fraud. Maintain close liaison with high level government officials from the countries listed above. Conduct physical and advance protective functions throughout Thailand. Serve as an interpreter for USSS personnel, to include the translation of testimony in Thai criminal court.

QUALIFICATIONS REQUIRED:

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

- (1) Bachelor's degree in Political science, Law, Liberal Arts, Social Science, Business Administration, Economic, Management or Law Enforcement;
- (2) At least five years of progressively responsible experience in criminal, fraud, personnel security and/or counterintelligence investigations with police, military, or private agency in Thailand, or with a U.S. government agency;
- (3) Must be knowledgeable in protective techniques and is subject to the hazards associated with such assignments;

(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 a valid Thai driver's license (must provide a copy of valid Thai driver's license with application).

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.

SUBMIT APPLICATION TO:

E-mail: bkkrecruitment@state.gov

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CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2012/76

Chauffeur

OPEN TO: All Interested Candidates

POSITION: Chauffeur, FSN-3; FP-BB

OPENING DATE: July 20, 2012

CLOSING DATE: August 16, 2012

WORK HOURS: Full-time; 40 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 Chauffeur in its Transportation Security Administrative Office (TSA), located at GPF Building, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Drive official vehicle sedan in transporting personnel in support the office functions from various locations throughout the Bangkok and surrounding areas.

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 Primary school (Mathayom 3);

(2) Three years' experience as a professional chauffeur;

(3) Level II (Limited Knowledge) speaking/reading/writing 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 be familiar with the Bangkok road system, local traffic laws and regulations, traffic pattern including location of Thai government offices;

(5) Basic knowledge of vehicle minor repair and maintenance is required;

(6) Must have a valid Thai driver's license.

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.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
Fax: 02-205-4928
E-mail: bkkrecruitment@state.gov

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

** Please do not attach a photo in an Application Form (DS-174) or resume. If your photo is attached, your application will not be considered.

CLOSING DATE FOR THE POSITION: August 16, 2012

FSN# 2012/77 (T)

Computer Management Assistant (Helpdesk)

OPEN TO: All Interested Candidates

POSITION: Computer Management Assistant (Helpdesk), FSN-6; FP-8, Trainee

OPENING DATE: July 20, 2012

CLOSING DATE: August 2, 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 Computer Management Assistant (Helpdesk) in its Information Resources Management Office/Information System Center (IRM/ISC), located at GPF Witthayu Building, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serve as a key technical support provider, providing technical support to Bangkok and Chiang Mai staff on the use of computer system resources. Duties includes WAN, LAN, Server, Workstation and application trouble-shooting, and when necessary user training, as well as resolve telephonically or via remote diagnostic tools those calls that can be resolved without on-site intervention.

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 Computer Science or a closely related field;
- (2) Two years of experience in IT service, administrative function or a related field;
- (3) Level III (Good working knowledge) in both Thai and English (must provide a copy of valid TOEIC score of **600** or higher with application, or application will not be considered);
- (4) Must be proficient in the operation, support and troubleshooting of the Microsoft Operating Systems and Office 2007 products i.e. Windows 2003 Server Active Directory, Exchange, Windows XP, Word, Excel, and PowerPoint.

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:

E-mail: bkkrecruitment@state.gov

PLEASE ATTACH A COPY OF TRANSCRIPT.

** Please do not attach a photo in an Application Form (DS-174) or resume. If your photo is attached, your application will not be considered.

CLOSING DATE FOR THE POSITION: AUGUST 2, 2012

FSN# 2012/77

Computer Management Assistant (Helpdesk)

OPEN TO: All Interested Candidates

POSITION: Computer Management Assistant (Helpdesk), FSN-7; FP-7

OPENING DATE: July 20, 2012

CLOSING DATE: August 2, 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 Computer Management Assistant (Helpdesk) in its Information Resources Management Office/Information System Center (IRM/ISC), located at GPF Witthayu Building, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serve as a key technical support provider, providing technical support to Bangkok and Chiang Mai staff on the use of computer system resources. Duties includes WAN, LAN, Server, Workstation and application trouble-shooting, and when necessary user training, as well as resolve telephonically or via remote diagnostic tools those calls that can be resolved without on-site intervention.

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 Computer Science or a closely related field;
- (2) Three years of experience in IT service, administrative function or a related field;
- (3) Level III (Good working knowledge) in both Thai and English (must provide a copy of valid TOEIC score of **600** or higher with application, or application will not be considered);
- (4) Must be proficient in the operation, support and troubleshooting of the Microsoft Operating Systems and Office 2007 products i.e. Windows 2003 Server Active Directory, Exchange, Windows XP, Word, Excel, and PowerPoint.

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: AUGUST 2, 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.

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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:

E-mail: bkkrecruitment@state.gov

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CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2012/57 (T)
Administrative Associate

OPEN TO: All Interested Candidates (THAI Citizens)

POSITION: Administrative Associate, FSN-5 (Trainee)

OPENING DATE: June 29, 2012

CLOSING DATE: July 26, 2012

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-5

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Associate in the U.S. Agency for International Development/Regional Environment Office (REO) located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

The administrative associate assists the lead secretary of Regional Environment Office (REO) in providing full range of administrative and secretarial support including but not limited to maintaining official files and document tracking system, and office supplies; preparing time and attendance reports, briefing books and program fact sheets; performing travel arrangements for office team members; maintaining day-to-day contacts and program interaction with partners and appropriate personnel; and performing incidental clerical and administrative work as assigned.

QUALIFICATIONS REQUIRED:

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

- (1) Bachelor's degree in Business/Public Administration, International Development, Arts/Liberal Arts, Human Resources Management or Social Science;
- (2) A minimum of one year of experience in secretarial and administrative support;
- (3) Level III (Good) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **600** or higher with application, or application will not be considered);
- (4) Computer literate and proficient in using Microsoft Office applications such as Word, Excel, Power point Outlook and Internet;
- (5) Good team player, and possess excellent communication and interpersonal skills,
- (6) *Able* to work under pressure, *prioritize* workload and manage multiple tasks simultaneously.

SUBMIT APPLICATION TO:

E-mail: bkkrecruitment@state.gov

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CLOSING DATE FOR THE POSITION: July 26, 2012

FSN# 2012/57

Administrative Associate

OPEN TO: All Interested Candidates (THAI Citizens)

POSITION: Administrative Associate, FSN-6

OPENING DATE: June 29, 2012

CLOSING DATE: July 26, 2012

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Associate in the U.S. Agency for International Development/Regional Environment Office (REO) located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

The administrative associate assists the lead secretary of Regional Environment Office (REO) in providing full range of administrative and secretarial support including but not limited to maintaining official files and document tracking system, and office supplies; preparing time and attendance reports, briefing books and program fact sheets; performing travel arrangements for office team members; maintaining day-to-day contacts and program interaction with partners and appropriate personnel; and performing incidental clerical and administrative work as assigned.

QUALIFICATIONS REQUIRED:

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

- (1) Bachelor's degree in Business/Public Administration, International Development, Arts/Liberal Arts, Human Resources Management or Social Science;
- (2) A minimum of two year of experience in secretarial and administrative support;
- (3) Level III (Good) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **600** or higher with application, or application will not be considered);
- (4) Computer literate and proficient in using Microsoft Office applications such as Word, Excel, Power point Outlook and Internet;
- (5) Good team player, and possess excellent communication and interpersonal skills,
- (6) *Able* to work under pressure, *prioritize* workload and manage multiple tasks simultaneously.

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E-mail: bkkrecruitment@state.gov

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CLOSING DATE FOR THE POSITION: July 26, 2012
