

**Vacancy Announcement No. / Position Title**

**[FSN# 2012/48 \(T\) / Mason](#)**

**[FSN# 2012/48 / Mason](#)**

**[FSN# 2013/54 / Medical Research Scientist \(TB\)](#)**

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**[FSN# 2013/82 \(T\) / Pay Assistant \(2 Positions\)](#)**

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**[FSN# 2013/84 \(T\) / Antenna Equipment Technician](#)**

**[FSN# 2013/84 / Antenna Equipment Technician](#)**

**FSN# 2012/48 (T)**

**Mason**

**OPEN TO:** All interested Candidates

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

**OPENING DATE:** October 26, 2012

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-4, THB 251,050 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-AA

**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 the Facilities Management (FM), located at Rajdamri Compound, American Embassy Bangkok.

**BASIC FUNCTIONS REQUIRED:**

To perform at journeyman level in masonry and building construction trade. Duties involve daily maintenance, repair and construction work of concrete floors, surfaces and pavement; 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:**

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

- (1) Completion of High School (Mathayom 6);
- (2) Two years of experience in building construction work;
- (3) Level II (Limited Knowledge) speaking/reading/writing in Thai and Level I (Rudimentary Knowledge) speaking/reading/writing in English. The candidate's eligibility will be based on the ability to achieve the appropriate the English Placement Test (EPT) that is conducted by the Regional Human Resources Office;
- (4) Must be able to operate various hand tools, power equipment and instrument;
- (5) Ability to drive and possess a valid Thai driver's 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 a security clearance.
- (3) A copy of Transcript and a copy of Thai driver's license are required to be submitted with the application package.
- (4) The candidate's eligibility will be based on the ability to achieve the appropriate the English Placement Test (EPT) that is conducted by the Regional Human Resources Office.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

## **TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

E-mail address: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

**\*\* We will only accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.\*\***

**CLOSING DATE FOR THE POSITION: Until Filled**

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**FSN# 2012/48**

**Mason**

**OPEN TO:** All interested Candidates

**POSITION:** Mason, FSN-5, FP-9

**OPENING DATE:** October 26, 2012

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-5, THB 324,136 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-9 (Starting salary and final grade will be determined 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 the Facilities Management (FM), located at Rajdamri Compound, American Embassy Bangkok.

**BASIC FUNCTIONS REQUIRED:**

To perform at journeyman level in masonry and building construction trade. Duties involve daily maintenance, repair and construction work of concrete floors, surfaces and pavement; 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:**

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

- (1) Completion of High School (Mathayom 6);
- (2) Two years of experience in building construction work;
- (3) Level II (Limited Knowledge) speaking/reading/writing in Thai and English (TOEIC score of **400** or higher). \*\*The candidate's eligibility will be based on submission of a qualifying English Language TOEIC score tested no earlier than two years from the submission date;
- (4) Must be able to operate various hand tools, power equipment, and instrument;
- (5) Ability to drive and possess a valid Thai driver's 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 a security clearance.
- (3) A copy of Transcript is required to be submitted with the application package.
- (4) If short listed for an interviewed, a valid TOEIC score required prior to interview. The TOEIC must be taken within two years of the application submission date to be considered "VALID". ONLY EFM's CAN substitute a valid EPT score for the TOEIC score.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

## **TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

E-mail address: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

\*\* We will **only** accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.\*\*

**CLOSING DATE FOR THE POSITION: Until Filled**

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**FSN# 2013/54**

**Medical Research Scientist (TB)**

**OPEN TO:** All interested Candidates

**POSITION:** Medical Research Scientist, FSN-12, FP-3

**OPENING DATE:** April 26, 2013

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

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

Not Ordinarily Resident (NOR): FP-3 (Position Grade to be confirmed by Washington)

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

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

**BASIC FUNCTIONS REQUIRED:**

Serve as a Senior Medical Scientist and lead investigator for TB and HIV/AIDS projects implemented by CDC's Regional TB Program, World Health Organization, and other international partners in the region. Responsible for leadership, management, and oversight of new research program initiatives and protocols related to studies on TB and HIV prevention and control interventions. This position perform a variety of tasks in initiating, planning, organizing, implementing, coordinating, monitoring, and evaluating TB research and evaluation activities conducted by CDC's Regional TB Program. The incumbent plans, negotiates, and monitors contracts and grants. Provide guidance and supervision of five technical staff members. Develop and conduct training.

**QUALIFICATIONS REQUIRED:**

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

(1) Complete of M.D. degree with M.P.H. (Master's in Public Health or in Epidemiology) or advanced public health training, or Ph.D. degree (in Medical, Epidemiological, Biological, or Social Sciences) with advanced public health training is required;

(2) Minimum five years of progressively responsible work experience and leadership in epidemiology or public health practice, epidemiological research, clinical medical research, or related biomedical research.

At least 1 year of prior supervisory experience in order to lead and management project and staff is required;

(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) \*\*The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date;

(4) Must have an advanced knowledge of regional public health, medical, and infection control systems;

(5) Must have knowledge of disease surveillance and epidemiological research methods and procedures is required;

(6) Must have a broad perspective and thorough knowledge of the principles and practices of epidemiologic, biomedical, or related scientific research.

#### **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 a security clearance.

(3) A copy of academic transcript is required to be submitted with the application package.

(4) If short listed for an interviewed, a valid TOEIC score required prior to interview. The TOEIC must be taken within two years of the application submission date to be considered "VALID". ONLY EFMs can substitute a valid EPT score for the TOEIC score.

(5) For non-Thai citizens, please also submit a copy of residence permit.

(6) Do not attach a photo on DS-174 or resume.

#### **TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

(1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or

(2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or

(3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

(4) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

#### **SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

E-mail address: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

\*\* We will **only** accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.\*\*

**CLOSING DATE FOR THE POSITION: Until Filled**

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**FSN# 2013/63**

**Chauffeur/Office Services Clerk**

**OPEN TO:** All Interested Candidates

**POSITION:** Chauffeur/Office Services Clerk, FSN-4; FP-AA

**OPENING DATE:** May 17, 2013

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Not Ordinarily Resident (NOR): FP-AA

Ordinarily Resident (OR): FSN-4, THB 251,050 per annum (minimum starting salary)

**\*All applicants must have the required appropriate residency permit to be eligible for consideration.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Chauffeur/Office Services Clerk in its Special Assistant (SA) Office, located on the Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Responsible for providing Chauffeur (Driver) services to employees assigned to the Office of Special Assistant (SA). The job holder is responsible for handling multiple tasking in areas of procurement, visa processing, airport expediting services, airport pick up and drop off, chauffeuring, as well as serving as a specialist in ad hoc SA support/admin services.

**QUALIFICATIONS REQUIRED:**

NOTES: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. 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) One year experience as a chauffeur;

(3) Level II (Limited knowledge) speaking, reading, writing and understanding of both Thai and English  
\*\*The candidate's eligibility will be based on the ability to achieve the appropriate the English Placement Test (EPT) that is conducted by the Regional Human Resources Office; Or provide a copy of valid TOEIC score of **400** or higher with application if available);

(4) Must know location of streets, hotels, restaurants, etc.; and possess a valid Thai driver license;

(5) Must have basic knowledge of Warehouse operation and shipping methods.

**\*For non-Thai citizens, please also submit a copy of residence permit.**

**PLEASE ATTACH A COPY OF TRANSCRIPT, VALID OFFICIAL TOEIC SCORE REPORT (if available) AND VALID THAI DRIVER'S LICENSE.**

**SELECTION PROCESS:**

When equally qualified, U.S. Citizen Eligible Family Members (US EFMs) and U.S. Veterans who are legally residing in the country 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 a security clearance.
- (3) A copy of academic transcript is required to be submitted with the application package.
- (4) The candidate's eligibility will be based on the ability to achieve the appropriate the English Placement Test (EPT) that is conducted by the Regional Human Resources Office.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

**TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

E-mail address: [bkcrecruitment@state.gov](mailto:bkcrecruitment@state.gov) with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

\*\* We will **only** accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.\*\*

**CLOSING DATE FOR THE POSITION: Until Filled**

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**FSN# 2013/79**  
**Maintenance Man**

**OPEN TO:** All interested Candidates

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

**OPENING DATE:** June 28, 2013

**CLOSING DATE:** July 25, 2013

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-5, THB 324,136 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-9 (Position Grade to be confirmed by Washington)

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

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

**BASIC FUNCTIONS REQUIRED:**

Provide maintenance services to TUC activities of all sections: main office building, Laboratory, IT section and two hospital sites. Performs facilities maintenance: electrical, water and plumbing air conditioning system and office furniture, mechanical and computerize equipment repairs as well as laboratory equipment and sorts for the sources of the spare parts and maintenance services. Assist the Special Project Coordinator and Procurement Agent to procure local office furniture and supplies relevant to maintenance issues. The incumbent transports equipment and supplies for TUC facility/maintenance activities.

**QUALIFICATIONS REQUIRED:**

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

- (1) Completion of commercial college or high vocational school/training institutes with electrical, air conditioning, mechanical system and carpentry is required;
- (2) At least three years of experience in maintenance on at least one of the following system electricity, air conditioning; construction renovation or general office machines and general mechanics;
- (3) Level III (Good working knowledge) speaking/reading/writing in Thai, and Level II(Limited knowledge) speaking/reading/writing in English (valid TOEIC score of **400** or higher) \*\*The candidate's

eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date;

- (4) Able to use computer, calculator, and other office machines;
- (5) Must possess a driving license.

**PLEASE ATTACH A COPY OF TRANSCRIPT, VALID OFFICIAL TOEIC SCORE REPORT (if available) AND VALID THAI DRIVER'S LICENSE.**

### **SELECTION PROCESS:**

When equally qualified, U.S. Citizen Eligible Family Members (US EFMs) and U.S. Veterans who are legally residing in the country 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 a security clearance.
- (3) A copy of academic transcript is required to be submitted with the application package.
- (4) The short-list is conditional given that the selected candidates for hire will need to provide a TOEIC score to be considered for an employment offer. **SELECTED CANDIDATES** will be provided two weeks upon notification to present the valid TOEIC score (test score must not be dated more than two years earlier than the closing date) to the Recruitment office. **ONLY EFMs CAN** substitute a valid EPT score for the TOEIC score.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

### **TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

E-mail address: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

\*\* We will **only** accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.\*\*

**CLOSING DATE FOR THE POSITION: July 25, 2013**

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**FSN# 2013/82 (T) (2 Positions)  
Pay Assistant**

**OPEN TO:** All Interested Candidates

**POSITION:** Pay Assistant, FSN-7, FP-7, Trainee

**OPENING DATE:** July 12, 2013

**CLOSING DATE:** July 25, 2013

**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 Pay Assistant in its Payroll Division, Bureau of the Comptroller and Global Financial Services (CGFS) office located at 95 Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Serve as Pay Assistant in the Payroll Division of the Comptroller and Global Financial Services in Bangkok. The incumbent administers FSN/PSA/PSC Pay for up to 15 countries. The incumbent reports directly to a Team Leader and performs the full range of duties associated with ensuring that the biweekly salary payments for about 1,800 employees are proper and paid on time. H/she also ensures that the appropriate funds have been set aside and are eventually disbursed for purposes such as health insurance, life insurance, social security, Civil Service Retirement, USG taxes, local taxes and loan payments and repayments.

**QUALIFICATIONS REQUIRED:**

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

- (1) Bachelor's degree in a business-related area (Finance, Accounting, Economics, Business Management, Commerce, etc.), Liberal Arts or Social Sciences;
- (2) At least two years of prior experience working in a business-related area in a governmental institution, an international agency, or a multinational company;
- (3) Level III (good working knowledge) speaking/reading/writing 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) Able to use Microsoft Word, PowerPoint, and Excel software applications;
- (5) Must be able to apply appropriate regulations to given payroll situations to determine correct processing/solutions.

**SELECTION PROCESS:**

When equally qualified, U.S. Citizen Eligible Family Members (US EFMs) and U.S. Veterans who are legally residing in the country 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 a security clearance.
- (3) A copy of academic transcript is required to be submitted with the application package.
- (4) The TOEIC must be taken within two years of the application submission date to be considered "VALID". ONLY EFMs CAN substitute a valid EPT score for the TOEIC score.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

**TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

E-mail address: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

\*\* We will **only** accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.\*\*

**CLOSING DATE FOR THE POSITION: July 25, 2013**

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**FSN# 2013/82 (2 Positions)**

**Pay Assistant**

**OPEN TO:** All Interested Candidates

**POSITION:** Pay Assistant, FSN-8; FP-6

**OPENING DATE:** July 12, 2013

**CLOSING DATE:** July 25, 2013

**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 Pay Assistant in its Payroll Division, Bureau of the Comptroller and Global Financial Services (CGFS) office located at 95 Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Serve as Pay Assistant in the Payroll Division of the Comptroller and Global Financial Services in Bangkok. The incumbent administers FSN/PSA/PSC Pay for up to 15 countries. The incumbent reports directly to a Team Leader and performs the full range of duties associated with ensuring that the biweekly salary payments for about 1,800 employees are proper and paid on time. H/she also ensures that the appropriate funds have been set aside and are eventually disbursed for purposes such as health insurance, life insurance, social security, Civil Service Retirement, USG taxes, local taxes and loan payments and repayments.

**QUALIFICATIONS REQUIRED:**

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

- (1) Bachelor's degree in a business-related area (Finance, Accounting, Economics, Business Management, Commerce, etc.), Liberal Arts or Social Sciences;
- (2) At least three years of prior experience working in a business-related area in a governmental institution, an international agency, or a multinational company;
- (3) Level III (good working knowledge) speaking/reading/writing 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) Able to use Microsoft Word, PowerPoint, and Excel software applications;
- (5) Must be able to apply appropriate regulations to given payroll situations to determine correct processing/solutions.

**SELECTION PROCESS:**

When equally qualified, U.S. Citizen Eligible Family Members (US EFMs) and U.S. Veterans who are legally residing in the country 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 a security clearance.
- (3) A copy of academic transcript is required to be submitted with the application package.
- (4) The TOEIC must be taken within two years of the application submission date to be considered "VALID". ONLY EFMs CAN substitute a valid EPT score for the TOEIC score.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

**TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

E-mail address: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

\*\* We will **only** accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.\*\*

**CLOSING DATE FOR THE POSITION: July 25, 2013**

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**FSN# 2013/83 (T)**  
**Supply Supervisor**

**OPEN TO:** All interested Candidates

**POSITION:** Supply Supervisor, FSN-7, FP-7, Trainee

**OPENING DATE:** July 12, 2013

**CLOSING DATE:** July 25, 2013

**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 Board for International Broadcasting is seeking an individual for the position of Supply Supervisor in the International Broadcasting Bureau, Thailand Transmitter Site (IBB/TTS), located at A. Ban Dung, Udon Thani Province.

**BASIC FUNCTIONS REQUIRED:**

The job holder is charged with management and direction of the station logistics program, encompassing the wide ranging aspects of property management and accountability of highly technical and non-technical expendable and non-expendable USG property. Expendable supplies are maintained at two separate warehouses at the Udon site. Accountability for non-expendable property is inclusive of all station property, at both the Udon and Bangkok Plants. Acts as primary FSN contract regarding stock control, procedural compliance, physical inventory certification, and resource vulnerability. Reports all stock inventory discrepancies to supervision and advises Management of waste, fraud and abuse. Reports directly to the Assistant Facilities Plant Supervisor.

**QUALIFICATIONS REQUIRED:**

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

- (1) Bachelor's degree in Business Administration, Social Science, Art or Science;
- (2) At least two years experience in stock and property management-related work with additional experience in using a computerized data base management system;

(3) Level III (good working knowledge) speaking/reading/writing in English and Thai (TOEIC score of **600** or higher). **\*\*The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date;**

(4) Ability to direct material control operations and accountability activities;

(5) Ability to operate computerized office equipment.

### **SELECTION PROCESS:**

When equally qualified, U.S. Citizen Eligible Family Members (US EFMs) and U.S. Veterans who are legally residing in the country 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 a security clearance.

(3) A copy of academic transcript is required to be submitted with the application package.

(4) If short listed for an interview, a valid TOEIC score required prior to interview. The TOEIC must be taken within two years of the application submission date to be considered "VALID". ONLY EFMs can substitute a valid EPT score for the TOEIC score.

(5) For non-Thai citizens, please also submit a copy of residence permit.

(6) Do not attach a photo on DS-174 or resume.

### **TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

(1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or

(2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or

(3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

(4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

(5) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

### **SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

E-mail address: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

\*\* We will **only** accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.\*\*

**CLOSING DATE FOR THE POSITION: July 25, 2013.**

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**FSN# 2013/83**  
**Supply Supervisor**

**OPEN TO:** All interested Candidates

**POSITION:** Supply Supervisor, FSN-8, FP-6

**OPENING DATE:** July 12, 2013

**CLOSING DATE:** July 25, 2013

**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 Board for International Broadcasting is seeking an individual for the position of Supply Supervisor in the International Broadcasting Bureau, Thailand Transmitter Site (IBB/TTS), located at A. Ban Dung, Udon Thani Province.

**BASIC FUNCTIONS REQUIRED:**

The job holder is charged with management and direction of the station logistics program, encompassing the wide ranging aspects of property management and accountability of highly technical and non-technical expendable and non-expendable USG property. Expendable supplies are maintained at two separate warehouses at the Udon site. Accountability for non-expendable property is inclusive of all station property, at both the Udon and Bangkok Plants. Acts as primary FSN contract regarding stock control, procedural compliance, physical inventory certification, and resource vulnerability. Reports all stock inventory discrepancies to supervision and advises Management of waste, fraud and abuse. Reports directly to the Assistant Facilities Plant Supervisor.

**QUALIFICATIONS REQUIRED:**

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

- (1) Bachelor's degree in Business Administration, Social Science, Art or Science;
- (2) At least three years experience in stock and property management-related work with additional experience in using a computerized data base management system;

(3) Level III (good working knowledge) speaking/reading/writing in English and Thai (TOEIC score of **600** or higher). **\*\*The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date;**

(4) Ability to direct material control operations and accountability activities;

(5) Ability to operate computerized office equipment.

### **SELECTION PROCESS:**

When equally qualified, U.S. Citizen Eligible Family Members (US EFMs) and U.S. Veterans who are legally residing in the country 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 a security clearance.

(3) A copy of academic transcript is required to be submitted with the application package.

(4) If short listed for an interview, a valid TOEIC score required prior to interview. The TOEIC must be taken within two years of the application submission date to be considered "VALID". ONLY EFMs can substitute a valid EPT score for the TOEIC score.

(5) For non-Thai citizens, please also submit a copy of residence permit.

(6) Do not attach a photo on DS-174 or resume.

### **TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

(1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or

(2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or

(3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

(4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

(5) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

### **SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

E-mail address: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

\*\* We will **only** accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.\*\*

**CLOSING DATE FOR THE POSITION: July 25, 2013.**

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**FSN# 2013/84 (T)**

**Antenna Equipment Technician**

**OPEN TO:** All interested Candidates

**POSITION:** Antenna Equipment Technician, FSN-4; FP-AA, Trainee

**OPENING DATE:** July 12, 2013

**CLOSING DATE:** July 25, 2013

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-4, THB 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 Board for International Broadcasting is seeking an individual for the position of Antenna Equipment Technician in the International Broadcasting Bureau, Thailand Transmitter Site (IBB/TTS), located at A. Ban Dung, Udon Thani Province.

**BASIC FUNCTIONS REQUIRED:**

Performs preventative and corrective maintenance on 25 curtain antennas, towers, ground works switching equipment, delay lines, and balanced transmission lines. The incumbent climbs towers and works on suspended rigs to accomplish maintenance activities on curtain antennas and screens. Must be familiar with safety practices for working at heights up to 500 feet. Performs mechanical work and assists with troubleshooting and repair of electronics equipment.

**QUALIFICATIONS REQUIRED:**

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

(1) Completion of Vocational College or Commercial School;

(2) Six months of experience as an antenna rigger, transmitter repair technician or electrical power line installation or maintenance;

(3) Level III (good working knowledge) speaking/reading/writing in Thai and level I (rudimentary knowledge) speaking/reading/writing in English \*\*The candidate's eligibility will be based on the ability to achieve the appropriate English Placement Test (EPT) that is conducted by the Regional Human Resources Office;

(4) Must have full detailed knowledge of rigging and rigging tools and must be able to climb antenna towers up to 500 feet in height to perform the required maintenance;

(5) Must possess a valid driving license.

### **SELECTION PROCESS:**

When equally qualified, U.S. Citizen Eligible Family Members (US EFMs) and U.S. Veterans who are legally residing in the country 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 a security clearance.

(3) A copy of academic transcript is required to be submitted with the application package.

(4) The candidate's eligibility will be based on the ability to achieve the appropriate the English Placement Test (EPT) that is conducted by the Regional Human Resources Office.

(5) For non-Thai citizens, please also submit a copy of residence permit.

(6) Do not attach a photo on DS-174 or resume.

### **TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

(1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or

(2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or

(3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

(4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

(5) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

### **SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

E-mail address: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

\*\* We will **only** accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.\*\*

**CLOSING DATE FOR THE POSITION: July 25, 2013**

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**FSN# 2013/84**

**Antenna Equipment Technician**

**OPEN TO:** All interested Candidates

**POSITION:** Antenna Equipment Technician, FSN-5, FP-9

**OPENING DATE:** July 12, 2013

**CLOSING DATE:** July 25, 2013

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-5, THB 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 Board for International Broadcasting is seeking an individual for the position of Antenna Equipment Technician in the International Broadcasting Bureau, Thailand Transmitter Site (IBB/TTS), located at A. Ban Dung, Udon Thani Province.

**BASIC FUNCTIONS REQUIRED:**

Performs preventative and corrective maintenance on 25 curtain antennas, towers, ground works switching equipment, delay lines, and balanced transmission lines. The incumbent climbs towers and works on suspended rigs to accomplish maintenance activities on curtain antennas and screens. Must be familiar with safety practices for working at heights up to 500 feet. Performs mechanical work and assists with troubleshooting and repair of electronics equipment.

**QUALIFICATIONS REQUIRED:**

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

- (1) Completion of Vocational College or Commercial School;
- (2) One year of experience as an antenna rigger, transmitter repair technician or electrical power line installation or maintenance;
- (3) Level III (good working knowledge) speaking/reading/writing in Thai and level I (rudimentary knowledge) speaking/reading/writing in English (TOEIC score of **250** or higher). \*\*The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date;

- (4) Must have full detailed knowledge of rigging and rigging tools and must be able to climb antenna towers up to 500 feet in height to perform the required maintenance;
- (5) Must possess a valid driving license.

### **SELECTION PROCESS:**

When equally qualified, U.S. Citizen Eligible Family Members (US EFMs) and U.S. Veterans who are legally residing in the country 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 a security clearance.
- (3) A copy of academic transcript is required to be submitted with the application package.
- (4) If short listed for an interview, a valid TOEIC score required prior to interview. The TOEIC must be taken within two years of the application submission date to be considered "VALID". ONLY EFMs can substitute a valid EPT score for the TOEIC score.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

### **TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

### **SUBMIT APPLICATION BY EMAIL TO:**

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E-mail address: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) with your name and vacancy announcement number and position

title on the subject line. Submit one e-mail per one vacancy announcement number.

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**CLOSING DATE FOR THE POSITION: July 25, 2013**

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