

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

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

**FSN# 2012/69 / Medical Research Technologist (Influenza)**

**FSN# 2012/75 / Investigative Specialist**

**FSN# 2012/77 (T) / Computer Management Assistant (Helpdesk)**

**FSN# 2012/77 / Computer Management Assistant (Helpdesk)**

**FSN# 2012/82 / Pharmacist**

**FSN# 2012/86 / Mail Clerk**

**FSN# 2012/87 / Electrician**

**FSN# 2012/01 (T) / A.I.D. Project Management Specialist (Malaria)**

**FSN# 2012/01 / A.I.D. Project Management Specialist (Malaria)**

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

**OPEN TO:** All Interested Candidates

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

**OPENING DATE:** August 24, 2012

**CLOSING DATE:** Until filled

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

**\*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 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).

**PLEASE ATTACH A COPY OF TRANSCRIPT.**

**SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans are be given preference. Therefore, it is essential that the candidate specifically 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 BY EMAIL TO:**

E-mail: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov)

\*\* 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 in an application form (DS-174) or resume that provided 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# 2012/04**  
**Voucher Examiner (PSU)**

**OPEN TO:** All Interested Candidates

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

**OPENING DATE:** August 24, 2012

**CLOSING DATE:** Until filled

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

**\*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 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.

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**SELECTION PROCESS:**

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

**SALARY RANGE:**

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

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

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**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:** August 24, 2012

**CLOSING DATE:** September 6, 2012

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

**SALARY:**

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

Ordinarily Resident (OR): FSN-9, THB 640,463 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 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.

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**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 BY EMAIL TO:**

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**CLOSING DATE FOR THE POSITION: September 6, 2012**

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**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 hours/week

**SALARY:**

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

Ordinarily Resident (OR): FSN-10, THB 760,852 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 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).

**PLEASE ATTACH A COPY OF TRANSCRIPT.**

**SELECTION PROCESS:**

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

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

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**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:** August 17, 2012

**CLOSING DATE:** August 30, 2012

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

**SALARY:**

Not Ordinarily Resident (NOR): FP-8

Ordinarily Resident (OR): FSN-6

**\*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 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) Bachelor's 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.

**PLEASE ATTACH A COPY OF TRANSCRIPT.**

**SELECTION PROCESS:**

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

**SUBMIT APPLICATION BY EMAIL TO:**

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**CLOSING DATE FOR THE POSITION: August 30, 2012**

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**FSN# 2012/77**

**Computer Management Assistant (Helpdesk)**

**OPEN TO:** All Interested Candidates

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

**OPENING DATE:** August 17, 2012

**CLOSING DATE:** August 30, 2012

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

**SALARY:**

Not Ordinarily Resident (NOR): FP-7

Ordinarily Resident (OR): FSN-7

**\*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 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) Bachelor's 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.

**PLEASE ATTACH A COPY OF TRANSCRIPT.**

**SELECTION PROCESS:**

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

**SUBMIT APPLICATION BY EMAIL TO:**

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**CLOSING DATE FOR THE POSITION: August 30, 2012**

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**FSN# 2012/82**  
**Pharmacist**

**OPEN TO:** All Interested Candidates

**POSITION:** Pharmacist, FSN-8; FP-6

**OPENING DATE:** August 24, 2012

**CLOSING DATE:** September 6, 2012

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

**SALARY:**

Not Ordinarily Resident (NOR): FP-6

Ordinarily Resident (OR): FSN-8

**\*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 Pharmacist 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:**

Serves as Pharmacist Assistant to the Pharmacist of Record (PoR), for coordinating all issues related to the management of clinical trial study products as well as performing the day-to-day pharmacy activities in the Silom Community Clinic. Responsible for distribution, delivery and pick up of pharmaceutical products, maintaining records and stocks of drugs and supplies, maintaining appropriate conditions for study product storage, preparing requisitions to reorder pharmaceutical items as required, filling ward stock orders for over-the-counter, non-prescription medications, repackaging bulk drugs in an appropriate containers, sorting and stocking incoming pharmaceutical products, cleaning work area and sterilizing proper storage of study products, prescription bottle or other containers.

**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 Pharmacy;

(2) Three years progressively responsible work in pharmacy, clinical research or public health, and should have demonstrated work experience in the use of various computer softwares in the area of pharmacy and drug management;

(3) Level IV (Fluent) speaking, reading, writing and understanding of 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 thorough knowledge of and adhere to standards of Good Pharmacy Practice (GPP), have knowledge of HIV/AIDS and clinical research methods, and procedures, and the ability to solve problems to ensure that the pharmacy operation objectives are met;

(5) Standard knowledge of pharmacy operations, HIV/AIDS, GCP, HSP, and fundamental pharmacology.

**PLEASE ATTACH A COPY OF TRANSCRIPT.**

**SELECTION PROCESS:**

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

**SUBMIT APPLICATION BY EMAIL TO:**

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**PLEASE ATTACH A COPY OF TRANSCRIPT.**

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**CLOSING DATE FOR THE POSITION: September 6, 2012**

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**FSN# 2012/86**

**Mail Clerk**

**OPEN TO:** All Interested Candidates

**POSITION:** Mail Clerk, FSN-3; FP-BB

**OPENING DATE:** August 17, 2012

**CLOSING DATE:** August 30, 2012

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

**SALARY:**

Not Ordinarily Resident (NOR): FP-BB

Ordinarily Resident (OR): FSN-3, THB 219,568 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 Mail Clerk in its Information Management/ Mailroom, located at 120-122 Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

The jobholder is responsible for providing mail and pouch services to support all Embassy personnel. Duties include receiving and segregating mail, readdressing mail, maintaining records of all incoming accountable mail, dispatching and receiving daily pouches, operating franking machine, maintaining and being accountable for the mailroom inventory of Thai postage stamps. In addition, jobholder will be responsible for the inspection of all local Thai mail. This will be done within a restricted "secondary inspection area" to determine the presence of any dangerous or hazardous material.

**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 High school (Mathayom 6) or equivalent;
- (2) One year's experience in an office/clerical position;
- (3) Level 2 (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 able to operate standard office automation equipment and computer;
- (5) Must be physically able to lift heavy pouches.

**PLEASE ATTACH A COPY OF TRANSCRIPT.**

**SELECTION PROCESS:**

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

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**PLEASE ATTACH A COPY OF TRANSCRIPT.**

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**CLOSING DATE FOR THE POSITION: August 30, 2012**

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**FSN# 2012/87**

**Electrician**

**OPEN TO:** All Interested Candidates

**POSITION:** Electrician, FSN-5; FP-9

**OPENING DATE:** August 24, 2012

**CLOSING DATE:** September 6, 2012

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

**SALARY:**

Not Ordinarily Resident (NOR): FP-9

Ordinarily Resident (OR): FSN-5, THB 324,136 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 Electrician in its Facilities Management (FM) Office, located on the Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

The employee performs a full range of journeyman level functions in the electrical trade including performing installations, and providing preventive maintenance and repair work for electrical components and an extensive range of large and small electro-mechanical equipment.

**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 technical school, and must possess vocational training in electrical installation, maintenance and repair or preventive maintenance;
- (2) Two-year direct experience in maintenance, repair and installation of electrical system;
- (3) Level II (Fluent) speaking, reading, writing and understanding of English and Thai (must provide a copy of valid TOEIC score of **400** or higher with application, or application will not be considered);
- (4) Valid Thai driver's license (must provide a copy of valid Thai driver's license with application) and ability to drive.

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

**SELECTION PROCESS:**

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

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**CLOSING DATE FOR THE POSITION: September 6, 2012**

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**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 hours/week

**SALARY:** Ordinarily Resident (OR): FSN-11, THB 1,179,069 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 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.

**PLEASE ATTACH A COPY OF TRANSCRIPT.**

**SUBMIT APPLICATION BY EMAIL TO:**

E-mail: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov)

\*\* 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 in an application form (DS-174) or resume that provided 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# 2012/01**

**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 hours/week

**SALARY:** Ordinarily Resident (OR): FSN-12

**\*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 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.

**PLEASE ATTACH A COPY OF TRANSCRIPT.**

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

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