

The U.S. Embassy in Bangkok provides equal opportunity, and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. We also strive to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Please note that some positions open for both full performance grade level and trainee grade level (T) in order to provide boarder opportunities for anyone having less experience than the requirement of full performance grade level.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the main job page (http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline of each vacancy.

Failure to follow the instructions will invalidate your application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
 - (2) The candidate must be able to obtain and hold medical and security clearances.
 - (3) The candidate must submit all the required documents as requested.
 - (4) Current employees serving a probation period are not eligible to apply.
 - (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
 - (6) Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
 - (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
 - (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.
 - (9) ONLY EFMS can substitute a valid EPT score for the TOEIC score.
 - (10) 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. **As of April 1, 2014, any U.S. veteran who accepts a locally recruited position abroad may not invoke this preference again with the same agency at the same post. Exception: Any preference-eligible veteran employed before April 1, 2014 may invoke the Veteran's Hiring Preference once more with the same agency;*
 - (11) According to Section 311 of the Foreign Service Act of 1980, as amended, gives US EFMs and preference-eligible US Veteran a hiring preference.
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We are currently accepting applications for the following positions:

Vacancy Announcement No. / Position Title

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

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

[FSN# 2014/12 / Medical Research Scientist \(Clinical Unit Leader, HIV/STD Research Program\)](#)

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

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

[FSN# 2014/54 \(T\) / Voucher Examiner \(PSU\)](#)

[FSN# 2014/54 / Voucher Examiner \(PSU\)](#)

[FSN 2014/77 \(T\) / Chauffeur \(2 positions\)](#)

[FSN 2014/77 / Chauffeur \(2 positions\)](#)

[FSN# 2014/87 / Project Voucher Examiner](#)

[FSN# 2014/88 / Chauffeur](#)

[FSN# 2014/94 \(T\) / Warehouse Clerk](#)

[FSN# 2014/94 / Warehouse Clerk](#)

[FSN#2014/103 \(2 positions\) / Furniture Repairman](#)

[FSN# 2014/106 / Medical Research Technologist](#)

[FSN# 2014/107 \(T\) / Human Resources Assistant \(Mission Coordinator for Job Analysis\)](#)

[FSN# 2014/107 / Human Resources Assistant \(Mission Coordinator for Job Analysis\)](#)

[FSN# 2014/108 109 \(T\) / Painter](#)

[FSN# 2014/108 / Painter](#)

[FSN# 2014/109 \(T\) / Engineering Assistant](#)

[FSN# 2014/109 / Engineering Assistant](#)

[FSN# 2014/111 \(T\) / Program/Administrative Assistant](#)

[FSN# 2014/111 / Program/Administrative Assistant](#)

[FSN#2014/113 \(T\) / Computer System Analyst](#)

[FSN#2014/113 / Computer System Analyst](#)

FSN# 2013/115 (T)
Medical Equipment Technician

OPEN TO: All Interested Candidates

POSITION: Medical Equipment Technician, FSN-6, FP-8, Trainee

OPENING DATE: December 27, 2013

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-6, THB 362,706 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-8

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

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

BASIC FUNCTIONS REQUIRED:

Calibrates, maintains, repairs and qualifies advanced biomedical and laboratory analysis equipment. Supervises and trains medical equipment technicians during preventive maintenance, checks and services (PMCS) and repair of basic biomedical and laboratory support equipment.

QUALIFICATIONS REQUIRED:

All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.

- (1) At least 2 years of full time post-secondary study at college or university (high vocational school) is required;
- (2) At least 2 years of experience in medical equipment or electronics repair is required;
- (3) Level III (Good Working Knowledge) speaking/reading/writing in Thai and English (valid TOEIC score of 600 or higher);
- (4) Able to develop and complete calibration result worksheets that allow for equipment to be used in clinical studies;
- (5) Able to supervise and train basic medical equipment technicians during PMCS and repair.

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.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website: http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2013/115
Medical Equipment Technician

OPEN TO: All Interested Candidates

POSITION: Medical Equipment Technician, FSN-7, FP-7

OPENING DATE: December 27, 2013

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-7, THB 480,033 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-7

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

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

BASIC FUNCTIONS REQUIRED:

Calibrates, maintains, repairs and qualifies advanced biomedical and laboratory analysis equipment. Supervises and trains medical equipment technicians during preventive maintenance, checks and services (PMCS) and repair of basic biomedical and laboratory support equipment.

QUALIFICATIONS REQUIRED:

All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.

- (1) At least 2 years of full time post-secondary study at college or university (high vocational school) is required;
- (2) At least 3 years of experience in medical equipment or electronics repair is required;
- (3) Level III (Good Working Knowledge) speaking/reading/writing in Thai and English (valid TOEIC score of 600 or higher);
- (4) Able to develop and complete calibration result worksheets that allow for equipment to be used in clinical studies.
- (5) Able to supervise and train basic medical equipment technicians during PMCS and repair.

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.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website: http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2014/12

Medical Research Scientist (Clinical Unit Leader, HIV/STD Research Program)

OPEN TO: All Interested Candidates

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

OPENING DATE: April 11, 2014

CLOSING DATE: Until filled

WORK HOURS: Full-time; 40hours/week

SALARY:

Ordinarily Resident (OR): FSN-12 \$1,439,657 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 / Leader of the Clinical Unit, HIV/STD Research Program, in its Behavioral & Clinical Research Section, U.S. Centers for Disease Control and Prevention (CDC) Office, located at the Hospital for Tropical Diseases, Mahidol University, 420/6 Rachavithi Road, Rachathewi, Bangkok 10400, Thailand

BASIC FUNCTIONS REQUIRED:

Leads the Clinical Unit located at Silom Community Clinic @ TropMed and oversees the entire unit that consists of Clinical Services, Clinical Assistance, Pharmacy, Physician, Data Management, and Laboratory teams. Conducts clinical research on HIV infection, AIDS, and related topics. The incumbent plans and coordinates new research activities, supervises study implementation, and conducts other HIV/STD clinical trial activities.

QUALIFICATIONS REQUIRED:

All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.

- (1) M.D. degree or Ph.D. degree in a medical or biological science. Licensed to practice medicine required (please attached a valid licensed with the application);
- (2) At least five years of progressively responsible work experience in epidemiology or public health practice, epidemiological research, clinical medical research, or related biomedical research. Including one year of supervisory experience;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least 855 can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);

- (4) Able to provide clinical care for early HIV infection, tuberculosis and sexually transmitted infections for cohort members and potential enrollees;
- (5) Able to collect and analyze data from research studies, with assistance, as needed, from data management specialists/statisticians;
- (6) Able to recognize protocol deviation, to independently develop Standard Operating Procedures (SOPs) and Site Specific Procedures (SSPs) and Clinical study forms such as Clinical Research Forms (CRFs).

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.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until filled

“This is a re-advertisement of announcement from February 13, 2014. Applications previously received will also be considered.”

FSN# 2014/28 (T)

Mason

OPEN TO: All Interested Candidates

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

OPENING DATE: March 28, 2014

CLOSING DATE: Until filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-4 \$251,050 per annum (Starting salary)

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

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

The U.S. Embassy in Bangkok is seeking an individual for the position of Mason in its Management Division, located at U.S. Consulate General, 387 Witchayanon Road, Chiang Mai.

BASIC FUNCTIONS REQUIRED:

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

QUALIFICATIONS REQUIRED:

All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 21 and 22.

- (1) Completion of high school (M.6) or vocational school in any tradecraft areas;
- (2) Minimum one year direct experience in masonry or building construction work;
- (3) Level II (Limited Knowledge) speaking/reading/writing in Thai and English (Provide a copy of valid TOEIC score of at least **400**, or pass the English Placement Test (EPT) that is conducted by the Regional Human Resources Office);
- (4) Ability to drive and possess a valid Thai driver's license (a copy of Thai driver's license is required with application);
- (5) Must be highly skilled in operating various hand tools, power equipment, and instruments as well as manual and mechanical lifting, driving, security and safety equipment;

(6) Ability to understand continuing technological updates within a reasonable time.

SELECTION PROCESS:

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

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until filled

FSN# 2014/28

Mason

OPEN TO: All Interested Candidates

POSITION: Mason, FSN-5, FP-9

OPENING DATE: March 28, 2014

CLOSING DATE: Until filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-5 \$324,136 per annum (Starting salary)

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

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

The U.S. Embassy in Bangkok is seeking an individual for the position of Mason in its Management Division, located at U.S. Consulate General, 387 Witchayanon Road, Chiang Mai.

BASIC FUNCTIONS REQUIRED:

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

QUALIFICATIONS REQUIRED:

All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.

- (1) Completion of high school (M.6) or vocational school in any tradecraft areas;
- (2) Minimum two year direct experience in masonry or building construction work;
- (3) Level II (Limited Knowledge) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least **400** can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);
- (4) Ability to drive and possess a valid Thai driver's license (a copy of Thai driver's license is required with application);
- (5) Must be highly skilled in operating various hand tools, power equipment, and instruments as well as manual and mechanical lifting, driving, security and safety equipment;

(6) Ability to understand continuing technological updates within a reasonable time.

SELECTION PROCESS:

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

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until filled

FSN# 2014/54 (T) (8 positions)
Voucher Examiner

OPEN TO: All Interested Candidates

POSITION: Voucher Examiner, FSN-7; FP-7, Trainee

OPENING DATE: April 25, 2014

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-7, THB 480,033 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-7 (Position Grade to be confirmed by Washington)

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

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner in its Post Support Unit, Comptroller and Global Financial Service (CGFS) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Perform work consisting of the examination and audit for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims, and other requests for payment from customer posts. Responsible for processing post assignment travel vouchers for all overseas posts, vendor vouchers, E2 vouchers and ILMS voucher from Post Support Unit (PSU) client posts. The incumbent is relied on by the Certifying Officer to forward only correct, legal, and proper vouchers for certification. Assures compliance with regulations and correct computation on the basis of supporting documents submitted by U.S. Embassy Finance Offices worldwide, or through contact with program officials, travelers and vendor's/contractors. Must ensure compliance with Federal, DoS, PSU and individual client post policies. When vouchers are rejected, incumbent must provide detailed and tactful explanations of the regulation or policy to the submitter and inform them of the necessary corrective action.

QUALIFICATIONS REQUIRED:

All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.

- (1) Two years post-secondary study at College or University (High Vocational School or equivalent);
- (2) Two years of progressively experience responsible work in finance, accounting, bookkeeping or related financial field;

(3) Level IV (Fluent) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least 855 can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);

(4) Strong computer skills including MS Office applications (Excel, Power Point, and Word), internet and website navigation skills, and automated financial and/accounting applications;

(5) Ability to analyze data, accounting and payment records and reports and obtain necessary information to correct problems.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled.

FSN# 2014/54 (8 positions)

Voucher Examiner

OPEN TO: All Interested Candidates

POSITION: Voucher Examiner, FSN-8; FP-6

OPENING DATE: April 25, 2014

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-8, THB 574,907 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-6 (Position Grade to be confirmed by Washington)

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

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner in its Post Support Unit, Comptroller and Global Financial Service (CGFS) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Perform work consisting of the examination and audit for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims, and other requests for payment from customer posts. Responsible for processing post assignment travel vouchers for all overseas posts, vendor vouchers, E2 vouchers and ILMS voucher from Post Support Unit (PSU) client posts. The incumbent is relied on by the Certifying Officer to forward only correct, legal, and proper vouchers for certification. Assures compliance with regulations and correct computation on the basis of supporting documents submitted by U.S. Embassy Finance Offices worldwide, or through contact with program officials, travelers and vendor's/contractors. Must ensure compliance with Federal, DoS, PSU and individual client post policies. When vouchers are rejected, incumbent must provide detailed and tactful explanations of the regulation or policy to the submitter and inform them of the necessary corrective action.

QUALIFICATIONS REQUIRED:

All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.

- (1) Two years post-secondary study at College or University (High Vocational School or equivalent);
- (2) Two years of progressively experience responsible work in finance, accounting, bookkeeping or related financial field;

(3) Level IV (Fluent) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least 855 can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);

(4) A thorough knowledge of applicable sections of the Foreign Affairs Manual and Handbooks, Federal Travel Regulations, JFTR, DSSR CDC Handbook and USAID's ADS.

(5) Strong computer skills including MS Office applications (Excel, Power Point, and Word), internet and website navigation skills, and automated financial and/accounting applications;

(6) Ability to analyze data, accounting and payment records and reports and obtain necessary information to correct problems.

SELECTION PROCESS:

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

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

**FSN#2014/77 (T) (2 positions)
Chauffeur**

OPEN TO: All Interested Candidates

POSITION: Chauffeur, FSN-2; FP-CC, Trainee

OPENING DATE: May 30, 2014

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 48 hours/week

SALARY:

Ordinarily Resident (OR): FSN-2 ฿ 213,060 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-CC

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 Chauffeur in its General Services Office/Motor Pool (GSO/MT), located at Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTIONS REQUIRED:

Drive motor pool sedans, station wagons, trucks and/or buses used in transporting personnel, supplies and equipment for the Embassy and supported agencies. Assignments may involve working extended hours, on weekends or on holidays.

QUALIFICATIONS REQUIRED:

All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.

- (1) Completion of Secondary school (Mathayom 6);
- (2) One year of experience as a professional chauffeur;
- (3) Level II (limited knowledge) speaking/reading/writing Thai and English (Provide a copy of valid TOEIC score of at least **400**, or pass the English Placement Test (EPT) that is conducted by the Regional Human Resources Office);
- (4) Familiarity with the Bangkok road system, the location of Thai government offices and nearby cities;
- (5) Ability to drive and possess a valid Thai driver's license (a copy of Thai driver's license is required with application);
- (6) Possess automotive mechanical skill.

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.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website: http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

“This is a re-advertisement of announcement for a Chauffeur position at GSO/MT. Applications previously received will also be considered.”

FSN 2014/77 (2 positions)

Chauffeur

OPEN TO: All Interested Candidates

POSITION: Chauffeur, FSN-3; FP-BB

OPENING DATE: May 30, 2014

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 48 hours/week

SALARY:

Ordinarily Resident (OR): FSN-3 ฿ 263,482 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-BB

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 Chauffeur in its General Services Office/Motor Pool (GSO/MT), located at Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTIONS REQUIRED:

Drive motor pool sedans, station wagons, trucks and/or buses used in transporting personnel, supplies and equipment for the Embassy and supported agencies. Assignments may involve working extended hours, on weekends or on holidays.

QUALIFICATIONS REQUIRED:

All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.

- (1) Completion of Secondary school (Mathayom 6);
- (2) Two-year experience as a professional chauffeur;
- (3) Level II (limited knowledge) speaking/reading/writing Thai and English (Provide a copy of valid TOEIC score of at least **400**, or pass the English Placement Test (EPT) that is conducted by the Regional Human Resources Office);
- (4) Familiarity with the Bangkok road system, the location of Thai government offices and nearby cities;
- (5) Ability to drive and possess a valid Thai driver's license (a copy of Thai driver's license is required with application);
- (6) Possess automotive mechanical skill.

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.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website: http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

“This is a re-advertisement of announcement for a Chauffeur position at GSO/MT. Applications previously received will also be considered.”

FSN# 2014/87

Project Voucher Examiner

OPEN TO: All Interested Candidates

POSITION: Project Voucher Examiner, FSN-8

OPENING DATE: August 29, 2014

CLOSING DATE: September 25, 2014

WORK HOURS: Full-time; 40 hours/week

LENGTH OF HIRE: Temporary position – one year

SALARY:

Ordinarily Resident (OR): FSN-8 \$574,907 per annum (Starting salary)

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 Project Voucher Examiner in the U.S. Agency for International Development (USAID)/ Office of Financial Management (OFM), located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

The incumbent serves as the Project Voucher Examiner (one year fixed-term) of USAID/RDMA/OFM. S/He is responsible for examining and processing USAID vouchers for payment for the Missions in Thailand (RDMA), Burma, Vietnam, and East Timor; and for the USAID's non presence countries in Laos and China. S/He is also responsible for monitoring file retention system for processed vouchers and supporting documentation ensuring that all records are retained in accordance to USAID and USG regulations.

QUALIFICATIONS REQUIRED:

- (1) An university degree in Accounting, Auditing, or related to Financial Management, Finance, Economic, Social Science, Business Administration, or a related field;
- (2) At least three year of experiences in voucher examination, accounts payable functions, or accounting related fields with a U.S. Government agency or an international organization;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least **855** can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);
- (4) Have computer literate on computerized accounting applications;

- (5) Have a sound knowledge of financial spreadsheets and international accounting procedures;
- (6) Have basic filing skills.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: September 25, 2014

"This is a re-advertisement of announcement from July 4, 2014. Applications previously received will also be considered"

FSN# 2014/88
Chauffeur

OPEN TO: All Interested Candidates

POSITION: Chauffeur, FSN-3, FP-BB

OPENING DATE: August 29, 2014

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-3 ฿219,568 per annum (Starting salary)

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

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

The U.S. Embassy in Bangkok is seeking an individual for the position of Chauffeur, located at U.S. Consulate General, 387 Witchayanon Road, **Chiang Mai**.

BASIC FUNCTIONS REQUIRED:

The incumbent drives U.S. Consulate vehicles (sedans, station wagons, trucks and/or motorcycle) for transporting personnel, supplies and /or equipment for office functions. S/He also operates Consulate gasoline pumps.

QUALIFICATIONS REQUIRED:

- (1) Completion of secondary school (Mathayom 6);
- (2) At least three years of driving experience or working as chauffeur;
- (3) Level II (Limited Knowledge) speaking/reading/writing in Thai and English (Provide a copy of valid TOEIC score of at least **400**, or pass the English Placement Test (EPT) that is conducted by the Regional Human Resources Office);
- (4) Ability to drive and possess a valid Thai driver's license (a copy of Thai driver's license is required with application);
- (5) Have some knowledge of minor repair and maintenance of motor vehicles, and basic vehicle maintenance;
- (6) Be familiar with local traffic laws and regulation including area traffic patterns, know how to read a road map.

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.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

**“This is a re-advertisement of announcement from July 4, 2014.
Those who previously applied need not apply again.”**

FSN# 2014/94 (T)
Warehouse Clerk

OPEN TO: All Interested Candidates

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

OPENING DATE: July 18, 2014

CLOSING DATE: Until filled

WORK HOURS: Full-time; 44 hours/week

SALARY:

Ordinarily Resident (OR): FSN-3 \$241,525 per annum (Starting salary)

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

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

The U.S. Embassy in Bangkok is seeking an individual for the position of Warehouse Clerk in its Area Telecommunications Office–Asia (ATO-Asia), located at Rajdamri compound.

BASIC FUNCTIONS REQUIRED:

The incumbent is responsible for providing all areas of support to American Telecommunications Office (ATO/ASIA) employees located at both Rajdamri and the NOB compounds. S/He is responsible for handling multiple tasking in areas of procuring, visa, expediting, chauffeuring, as well as the servicing as a specialist. S/He serves as an expert in all facets of the ATO-Warehouse duties to include stock pulls, nomenclature and identifying stock items, use of inventory database, warehouse replenishment procurements, inventories, shipping/receiving of stock, use of forklifts/warehouse equipment, support flights, building of crates, and local procurements i.e. locating and using local vendors to procure materials needed for ATO/Asia projects. S/He also performs chauffeur duties and expedites responsibilities including mechanical preventive maintenance of official vehicles, forklifts, and motorcycles, airport and visa expediting, and transport of ATO ASIA personnel to/from the airport, for local procurements around town, and other transportation requirements. Work schedule involves extended hours (early or late work), on weekends or on holidays. Be on call 24 hours a day, 7 days a week.

QUALIFICATIONS REQUIRED:

All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.

- (1) Completion of Secondary school (Mathayom 6);
- (2) At least six months of experience in warehouse clerk, inventory management;

- (3) Level II (Limited Knowledge) speaking/reading/writing in Thai and English (Provide a copy of valid TOEIC score of at least **400**, or pass the English Placement Test (EPT) that is conducted by the Regional Human Resources Office);
- (4) Ability to drive various types of motor vehicles (sedans, trucks, vans, motorcycles, forklifts) and possess a valid Thai driver's license for passenger vehicle (a copy of valid truck driver's license (ใบขับขี่ประเภท 2), **and/or** a copy of car driver's license are required with application)
- (5) Ability to navigate throughout the city of Bangkok area and outlying areas to include consulate in Chiang Mai;
- (6) Ability to work manual and mechanical lifting, driving, and safety for equipment, and handle a diversity of tasks can cope with a constantly changing schedule.

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.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until filled

FSN# 2014/94
Warehouse Clerk

OPEN TO: All Interested Candidates

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

OPENING DATE: July 18, 2014

CLOSING DATE: Until filled

WORK HOURS: Full-time; 44 hours/week

SALARY:

Ordinarily Resident (OR): FSN-4 \$276,155 per annum (Starting salary)

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

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

The U.S. Embassy in Bangkok is seeking an individual for the position of Warehouse Clerk in its Area Telecommunications Office–Asia (ATO-Asia), located at Rajdamri compound.

BASIC FUNCTIONS REQUIRED:

The incumbent is responsible for providing all areas of support to American Telecommunications Office (ATO/ASIA) employees located at both Rajdamri and the NOB compounds. S/He is responsible for handling multiple tasking in areas of procuring, visa, expediting, chauffeuring, as well as the servicing as a specialist. S/He serves as an expert in all facets of the ATO-Warehouse duties to include stock pulls, nomenclature and identifying stock items, use of inventory database, warehouse replenishment procurements, inventories, shipping/receiving of stock, use of forklifts/warehouse equipment, support flights, building of crates, and local procurements i.e. locating and using local vendors to procure materials needed for ATO/Asia projects. S/He also performs chauffeur duties and expedites responsibilities including mechanical preventive maintenance of official vehicles, forklifts, and motorcycles, airport and visa expediting, and transport of ATO ASIA personnel to/from the airport, for local procurements around town, and other transportation requirements. Work schedule involves extended hours (early or late work), on weekends or on holidays. Be on call 24 hours a day, 7 days a week.

QUALIFICATIONS REQUIRED:

All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.

- (1) Completion of Secondary school (Mathayom 6);
- (2) At least one year experience in warehouse clerk, inventory management;

- (3) Level II (Limited Knowledge) speaking/reading/writing in Thai and English (Provide a copy of valid TOEIC score of at least **400**, or pass the English Placement Test (EPT) that is conducted by the Regional Human Resources Office);
- (4) Ability to drive various types of motor vehicles (sedans, trucks, vans, motorcycles, forklifts) and possess a valid Thai driver's license for passenger vehicle (a copy of valid truck driver's license (ใบขับขี่ประเภท 2), **and/or** a copy of car driver's license are required with application)
- (5) Ability to navigate throughout the city of Bangkok area and outlying areas to include consulate in Chiang Mai;
- (6) Ability to work manual and mechanical lifting, driving, and safety for equipment, and handle a diversity of tasks can cope with a constantly changing schedule.

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.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until filled

FSN# 2014/101 (T) (2 positions)
Computer Management Assistant

OPEN TO: All Interested Candidates

POSITION: Computer Management Assistant, FSN-7; FP-7, Trainee

OPENING DATE: September 19, 2014

CLOSING DATE: October 2, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-7, THB 480,033 per annum (Minimum starting salary)
Not Ordinarily Resident (NOR): FP-7 (Position Grade to be confirmed by Washington)

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

The U.S. Embassy in Bangkok is seeking an individual for the position of Computer Management Assistant in its Information System Center located at GPF Witthayu Tower, Wireless Road.

BASIC FUNCTIONS REQUIRED:

Provides technical support to Embassy and Consulate staff on the use of computer systems resources. The work involves adapting various work processes to LAN system capabilities and ensuring that the Local Area Network supports Mission operations and facilitates the use of computers to meet Mission goals. Provides user support, LAN and PC troubleshooting, and when necessary provides some user training. S/He is also responsible for administration of trouble tickets generated for IT support mission-wide, Database Administration, cellular phone program to include Blackberry devices and other duties as assign such as DVC and Mission

QUALIFICATIONS REQUIRED:

- (1) Bachelor degree in Engineering, Computer Science, Information Management or related field;
- (2) Minimum of two years of responsible experience in complex PC, Local Area Network (LAN) and Wide Area Works (WAN) environments;
- (3) Level III (Good working knowledge) speaking/reading/writing in English (A copy of TOEIC score of at least 600 can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);
- (4) Ability to maintain all LAN components, including operating systems, applications and utilities software, cabling, hardware such as Network Switches, PCs, Printers, Scanners, Digital Senders, Card Readers, Hard disks, Compute Switches, various interface cards and etc.

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.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website: http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: October 2, 2014

"This is a re-advertisement of announcement from August 29, 2014. Applications previously received will also be considered."

FSN# 2014/101 (2 positions)
Computer Management Assistant

OPEN TO: All Interested Candidates

POSITION: Computer Management Assistant, FSN-8; FP-6

OPENING DATE: September 19, 2014

CLOSING DATE: October 2, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY:

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

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

The U.S. Embassy in Bangkok is seeking an individual for the position of Computer Management Assistant in its Information System Center located at GPF Witthayu Tower, Wireless Road.

BASIC FUNCTIONS REQUIRED:

Provides technical support to Embassy and Consulate staff on the use of computer systems resources. The work involves adapting various work processes to LAN system capabilities and ensuring that the Local Area Network supports Mission operations and facilitates the use of computers to meet Mission goals. Provides user support, LAN and PC troubleshooting, and when necessary provides some user training. S/He is also responsible for administration of trouble tickets generated for IT support mission-wide, Database Administration, cellular phone program to include Blackberry devices and other duties as assign such as DVC and Mission

QUALIFICATIONS REQUIRED:

- (1) Bachelor degree in Engineering, Computer Science, Information Management or related field;
- (2) Minimum of three years of responsible experience in complex PC, Local Area Network (LAN) and Wide Area Works (WAN) environments;
- (3) Level III (Good working knowledge) speaking/reading/writing in English (A copy of TOEIC score of at least 600 can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);

(4) Ability to maintain all LAN components, including operating systems, applications and utilities software, cabling, hardware such as Network Switches, PCs, Printers, Scanners, Digital Senders, Card Readers, Hard disks, Compute Switches, various interface cards and etc.

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.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website: http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: October 2, 2014

"This is a re-advertisement of announcement from August 29, 2014. Applications previously received will also be considered."

**FSN#2014/103 (2 positions)
Furniture Repairman**

OPEN TO: All Interested Candidates

POSITION: Furniture Repairman, FSN-3; FP-BB

OPENING DATE: August 29, 2014

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-3, THB 219,568 per annum (Minimum starting salary)

Not Ordinarily Resident (NOR): FP-BB

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 Furniture Repairman in its General Services Office/ Warehouse (GSO/Warehouse), located at Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTIONS REQUIRED:

Assists Furniture Repair Foreman to refinish and repair residential and office furniture and equipment via eService request or supervisor's instruction.

QUALIFICATIONS REQUIRED:

- (1) Completion of Secondary school (Mathayom 6) with one year's experience in particularly carpentry, refinishing of wooden furniture and repair **OR** Completion of Mathayom 3 with four years' experience in particularly carpentry, refinishing of wooden furniture and repair;
- (2) Level I (Rudimentary Knowledge) for both Thai and English (Must pass the English Placement Test (EPT) that is conducted by the Regional Human Resources Office);
- (3) Ability to use forklift, other material handling equipment and carpentry equipment;
- (4) Capability of performing moderately arduous work, including heavy lifting at least 50 lbs.

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.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2014/106

Medical Research Technologist

OPEN TO: All Interested Candidates

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

OPENING DATE: September 12, 2014

CLOSING DATE: September 25, 2014

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

SALARY:

Ordinarily Resident (OR): FSN-9 \$640,463 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-5(Step 1 thru 4) (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 Technologist in its Department of Entomology, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6, Rajvithi Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Principal assistant to the Chief of Vector Biology and Control section of the Department of Entomology. Responsible for assisting the Chief of Vector Biology and Control section with planning, organizing, and conducting laboratory and field research in support of department projects on the vector-borne diseases (mainly focused on malaria and dengue). Independently conducts research projects as assigned by Chief of Vector Biology and Control section. Serves as a research project leader: designs studies, prepares research protocols, supervises field and laboratory research, analyses study results, and publishes research findings.

QUALIFICATIONS REQUIRED:

- (1) Master's degree in Medical Entomology, or related Biological Sciences with specialization in Entomology;
- (2) At least three years field/laboratory experience in medical entomology, vector-parasite interaction;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least 855 can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);
- (4) Ability to conduct research demonstrated by more than three publications in national/international biomedical journal;
- (5) Ability to develop scientific protocols, to include experimental design and statistical analysis.

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.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website: http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: September 25, 2014

FSN# 2014/107 (T)

Human Resources Assistant (Mission Coordinator for Job Analysis)

OPEN TO: All Interested Candidates

POSITION: Human Resources Assistant (Mission Coordinator for Job Analysis), FSN-8, FP-6

OPENING DATE: September 12, 2014

CLOSING DATE: September 25, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-8 \$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 Human Resources Assistant (Mission Coordinator for Job Analysis) in its Regional Human Resources Office, located at 120 – 122 Wireless Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

The incumbent serves as a mission expert providing accurate and comprehensive guidance on related policies, procedures, and others in accordance with the USG position management issues. S/he is the principle of contact and HR coordinator for Mission Thailand in working with the Bangkok Regional Classification Center (BRCC) to successfully complete documents for position classification for all hiring agencies in Mission Thailand and ensuring the completion of each document to warrant the standard requirement of position classification. S/he is also required to resolve simple to very complex issues related to position management conflicts at Post, i.e., monitor and research, as well as appropriately implement, new changes in regulations and policies related to the Mission's position classification including develop and provide essential training or educational campaigns, for hiring officials at Post, about position management, organization structures, position descriptions, job discussion help sheets, procedures and other related issues as required. Plus, s/he updates and maintains the database of PDs, JDHSs, Organization Structure, and MCLASS job reports for more than 1,000 positions serving in 40 different hiring agencies at Mission Thailand (Bangkok, Consulate General/Chiang Mai, and Udorn Thani).

QUALIFICATIONS REQUIRED:

All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.

- (1) Bachelor's degree in Human Resources Management, Business Administration, Psychology, Organizational Development, Communication, or Public Administration or related field;
- (2) A minimum of three years of progressively responsible experience in administering human resources management program, job analysis/evaluation and/or position classification in the multinational organization or working environment;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least **855** before the deadline; otherwise, application will not be considered);
- (4) Must be able to communicate effectively through telephone calls, e-mail correspondences, and discussions to deliver reports of analysis, findings, results, and recommendations including be well organize and show initiative with very good interpersonal skills in order to foster and maintain effective working relationships with various stakeholders in different levels throughout the Mission.
- (5) Must possess very good keyboard and computer skills.
- (6) Must have very good interviewing and researching skills in order to figure out requirement/support information and be able to handle conflicts, especially when the customer has different opinions about the results of an analysis.

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.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: September 25, 2014

FSN# 2014/107

Human Resources Assistant (Mission Coordinator for Job Analysis)

OPEN TO: All Interested Candidates

POSITION: Human Resources Assistant (Mission Coordinator for Job Analysis), FSN-9, FP-5 (Step 1 thru 4)

OPENING DATE: September 12, 2014

CLOSING DATE: September 25, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-9 \$640,463 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-5 (Step 1 thru 4) (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 Human Resources Assistant (Mission Coordinator for Job Analysis) in its Regional Human Resources Office, located at 120 – 122 Wireless Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

The incumbent serves as a mission expert providing accurate and comprehensive guidance on related policies, procedures, and others in accordance with the USG position management issues. S/he is the principle of contact and HR coordinator for Mission Thailand in working with the Bangkok Regional Classification Center (BRCC) to successfully complete documents for position classification for all hiring agencies in Mission Thailand and ensuring the completion of each document to warrant the standard requirement of position classification. S/he is also required to resolve simple to very complex issues related to position management conflicts at Post, i.e., monitor and research, as well as appropriately implement, new changes in regulations and policies related to the Mission's position classification including develop and provide essential training or educational campaigns, for hiring officials at Post, about position management, organization structures, position descriptions, job discussion help sheets, procedures and other related issues as required. Plus, s/he updates and maintains the database of PDs, JDHSs, Organization Structure, and MCLASS job reports for more than 1,000 positions serving in 40 different hiring agencies at Mission Thailand (Bangkok, Consulate General/Chiang Mai, and Udorn Thani).

QUALIFICATIONS REQUIRED:

All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.

- (1) Bachelor's degree in Human Resources Management, Business Administration, Psychology, Organizational Development, Communication, or Public Administration or related field;
- (2) A minimum of three years of progressively responsible experience in administering human resources management program, job analysis/evaluation and/or position classification in the multinational organization or working environment. A MClass certificate is required before getting into full performance level;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least **855** before the deadline; otherwise, application will not be considered);
- (4) Must be able to communicate effectively through telephone calls, e-mail correspondences, and discussions to deliver reports of analysis, findings, results, and recommendations including be well organize and show initiative with very good interpersonal skills in order to foster and maintain effective working relationships with various stakeholders in different levels throughout the Mission.
- (5) Must possess very good keyboard and computer skills.
- (6) Must have very good interviewing and researching skills in order to figure out requirement/support information and be able to handle conflicts, especially when the customer has different opinions about the results of an analysis.

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.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: September 25, 2014

FSN# 2014/108 (T)

Painter

OPEN TO: All Interested Candidates

POSITION: Painter, FSN-4, FP-AA, Trainee

OPENING DATE: September 19, 2014

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 (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 Painter in its Facilities Management section, American Embassy Bangkok.

BASIC FUNCTIONS REQUIRED:

Perform full journeyman level in painting trade. Perform duties involved in coating, painting, finishing and refurbishing all exposed surface of buildings, structures and furniture of various government held properties.

QUALIFICATIONS REQUIRED:

- (1) Completion of High School (Mathayom 6);
- (2) Two years' experience as a fully qualified journeyman;
- (3) Level I (Rudimentary Knowledge) speaking/reading/writing in Thai and English (Must pass the English Placement Test (EPT) that is conducted by the Regional Human Resources Office);
- (4) Ability to operate various hand tools, power equipment, and instrument;
- (5) Ability to drive and possess a valid Thai driver's license (a copy of Thai driver's license is required with application);
- (6) Skill in manual and mechanical lifting; driving; security and safety equipment.

SELECTION PROCESS:

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

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:
http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until filled

FSN# 2014/108

Painter

OPEN TO: All Interested Candidates

POSITION: Painter, FSN-5, FP-9

OPENING DATE: September 19, 2014

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 (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 Painter in its Facilities Management section, American Embassy Bangkok.

BASIC FUNCTIONS REQUIRED:

Perform full journeyman level in painting trade. Perform duties involved in coating, painting, finishing and refurbishing all exposed surface of buildings, structures and furniture of various government held properties.

QUALIFICATIONS REQUIRED:

- (1) Completion of High School (Mathayom 6);
- (2) Two years' experience as a fully qualified journeyman;
- (3) Level II (Limited Knowledge) speaking/reading/writing in Thai and English (Must pass the English Placement Test (EPT) that is conducted by the Regional Human Resources Office);
- (4) Ability to operate various hand tools, power equipment, and instrument;
- (5) Ability to drive and possess a valid Thai driver's license (a copy of Thai driver's license is required with application).
- (6) Skill in manual and mechanical lifting; driving; security and safety equipment.

SELECTION PROCESS:

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

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:
http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until filled

FSN# 2014/109 (T)
Engineering Assistant

OPEN TO: All Interested Candidates

POSITION: Engineering Assistant, FSN-8, FP-6, Trainee

OPENING DATE: September 19, 2014

CLOSING DATE: October 2, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY:

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

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

The U.S. Embassy in Bangkok is seeking an individual for the position of Engineering Assistant in its Facilities Management section, American Embassy Bangkok.

BASIC FUNCTIONS REQUIRED:

Work cooperatively within the Engineering Division. The Job Holder will have primary responsibilities for quantity surveying, project supervision, inspection, and collaborative responsibility in project design.

QUALIFICATIONS REQUIRED:

- (1) Bachelor's Degree in Mechanical or Electrical Engineering;
- (2) A minimum of two years progressive experience in maintenance and repair or construction engineering field from multinational organization. Must have an experience in direction and control of planning, design, construction, cost estimating, inspection of facilities, and scheduling work, including writing Bill of Materials, and preparing engineering/technical documents;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 855 before the deadline; otherwise, application will not be considered);
- (4) Must have a first level of Thai Professional Engineering License and valid local driving license. (Copy of licenses is required with application);
- (5) Ability to manage, supervise and train a maintenance workforce, manage large amounts of written data and documentation, read/interpret schematic diagrams, blueprints and technical handbooks;
- (6) Ability to operate computers in both English and Thai and work harmoniously with other Embassy personal;

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.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website: http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: October 2, 2014

FSN# 2014/109
Engineering Assistant

OPEN TO: All Interested Candidates

POSITION: Engineering Assistant, FSN-9, FP-5 (Step 1 thru 4)

OPENING DATE: September 19, 2014

CLOSING DATE: October 2, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY:

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

Not Ordinarily Resident (NOR): FP-5 (Step 1 thru 4) (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 Engineering Assistant in its Facilities Management section, American Embassy Bangkok.

BASIC FUNCTIONS REQUIRED:

Work cooperatively within the Engineering Division. The Job Holder will have primary responsibilities for quantity surveying, project supervision, inspection, and collaborative responsibility in project design.

QUALIFICATIONS REQUIRED:

- (1) Bachelor's Degree in Mechanical or Electrical Engineering;
- (2) A minimum of three years progressive experience in maintenance and repair or construction engineering field from multinational organization. Must have an experience in direction and control of planning, design, construction, cost estimating, inspection of facilities, and scheduling work, including writing Bill of Materials, and preparing engineering/technical documents;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 855 before the deadline; otherwise, application will not be considered);
- (4) Must have a first level of Thai Professional Engineering License and valid local driving license. (Copy of licenses is required with application);
- (5) Ability to manage, supervise and train a maintenance workforce, manage large amounts of written data and documentation, read/interpret schematic diagrams, blueprints and technical handbooks;
- (6) Ability to operate computers in both English and Thai and work harmoniously with other Embassy personal;

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.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website: http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: October 2, 2014

FSN# 2014/111 (T)
Program/Administrative Assistant

OPEN TO: All Interested Candidates

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

OPENING DATE: September 19, 2014

CLOSING DATE: October 2, 2014

WORK HOURS: Full-time; 40 hours/week

LENGTH OF HIRE: Not to exceed 3 years

SALARY:

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

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

* If an AEFM is selected, s/he will be hired under Personal Services Agreement (PSA) and does not confer the same benefits as a Family Member Appointment (FMA).

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 Program/Administrative Assistant in its Overseas Private Investment Corporation (OPIC) office located at GPF Bld., Wireless Rd. OPIC is the U.S. Government's development finance institution supporting U.S. private sector investments in emerging markets.

BASIC FUNCTIONS REQUIRED:

The incumbent is responsible for office management and both administrative and business development support for OPIC's new Asia Pacific office. The duties include but are not limited to: develop and maintain a business development tracking database; gather market information and generate reports; prepare marketing material and presentations; coordinate with OPIC DC on outreach efforts and program reporting requirements; coordinate with others in organizing meetings and trips; assist with Managing Director's schedule and travel; general filing and correspondence; handle office expense and ensure office operations runs smoothly. This may involve procurement of goods and services, assisting in budget planning and preparation, monitoring and analyzing expenditures, and proposing improvements to office operations.

QUALIFICATIONS REQUIRED:

All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.

- (1) Bachelor's degree in management, business administration, economics or social sciences is required;
- (2) Two years of working experience in administration, office management, or program assistance in business which relates to cross-border investment or operations and must have basic knowledge of office

management and administrative principles, structures, procedures, and processes in Federal (including at post) and private sectors;

(3) Level IV (Fluent) speaking/reading/writing in English (must provide a copy of valid TOEIC score of at least **855** before interview; otherwise, application will not be considered);

(4) Standard applied proficiency with the Microsoft Office Suite, including Word, Excel, PowerPoint, Access, SharePoint and Outlook;

(5) Good interpersonal skills and ability to effectively communicate and work with US, Thai, and other nationalities at all levels and excellent organizational and prioritization skills and ability to work independently and on time-sensitive deadlines;

(6) Resourceful, flexible, independent, service-oriented and self-motivated.

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:

Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 18 months remaining at post to apply from the closing date of the vacancy announcement.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: October 2, 2014

FSN# 2014/111

Program/Administrative Assistant

OPEN TO: All Interested Candidates

POSITION: Program/Administrative Assistant, FSN-7, FP-7

OPENING DATE: September 19, 2014

CLOSING DATE: October 2, 2014

WORK HOURS: Full-time; 40 hours/week

LENGTH OF HIRE: Not to exceed 3 years

SALARY:

Ordinarily Resident (OR): FSN-7B 480,033 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-7 (Position Grade to be confirmed by Washington)

* If an AEFM is selected, s/he will be hired under Personal Services Agreement (PSA) and does not confer the same benefits as a Family Member Appointment (FMA).

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 Program/Administrative Assistant in its Overseas Private Investment Corporation (OPIC) office located at GPF Bld., Wireless Rd. OPIC is the U.S. Government's development finance institution supporting U.S. private sector investments in emerging markets.

BASIC FUNCTIONS REQUIRED:

The incumbent is responsible for office management and both administrative and business development support for OPIC's new Asia Pacific office. The duties include but are not limited to: develop and maintain a business development tracking database; gather market information and generate reports; prepare marketing material and presentations; coordinate with OPIC DC on outreach efforts and program reporting requirements; coordinate with others in organizing meetings and trips; assist with Managing Director's schedule and travel; general filing and correspondence; handle office expense and ensure office operations runs smoothly. This may involve procurement of goods and services, assisting in budget planning and preparation, monitoring and analyzing expenditures, and proposing improvements to office operations.

QUALIFICATIONS REQUIRED:

All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.

- (1) Bachelor's degree in management, business administration, economics or social sciences is required;
- (2) Three years of working experience in administration, office management, or program assistance in business which relates to cross-border investment or operations and must have basic knowledge of office

management and administrative principles, structures, procedures, and processes in Federal (including at post) and private sectors;

(3) Level IV (Fluent) speaking/reading/writing in English (must provide a copy of valid TOEIC score of at least **855** before interview; otherwise, application will not be considered);

(4) Standard applied proficiency with the Microsoft Office Suite, including Word, Excel, PowerPoint, Access, SharePoint and Outlook;

(5) Good interpersonal skills and ability to effectively communicate and work with US, Thai, and other nationalities at all levels and excellent organizational and prioritization skills and ability to work independently and on time-sensitive deadlines;

(6) Resourceful, flexible, independent, service-oriented and self-motivated.

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:

U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 18 months remaining at post to apply from the closing date of the vacancy announcement.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: October 2, 2014

FSN#2014/113 (T)
Computer System Analyst

OPEN TO: All Interested Candidates

POSITION: Computer System Analyst, FSN-9; FP-5(Step 1 thru 4), Trainee

OPENING DATE: September 19, 2014

CLOSING DATE: October 2, 2014

WORK HOURS: Full-time; 40 hrs/week

SALARY:

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

Not Ordinarily Resident (NOR): FP-5 (Step 1 thru 4) (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 Computer System Analyst in its Systems, Development & Maintenance Division, Comptroller and Global Financial Service (CGFS) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Serves as a Computer Systems Analyst charged with supporting the Chief Financial Officer (CFO) by ensuring that internal control systems are established and used by Posts and other Federal agencies, and by ensuring, through these systems, that all necessary and appropriate efforts are carried out to deter fraud, waste, and abuse of Government resources.

QUALIFICATIONS REQUIRED:

All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.

- (1) Bachelor's degree in computer science or information technology;
- (2) Three years of progressively responsible experience in professional Computer System, Database Administrator, or software systems development and maintenance of .NET programming and datawarehouse;
- (3) Level III (Good working knowledge) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 600 before the deadline; otherwise, application will not be considered);
- (4) Ability to analyze computing processes and identify practices and procedures which require correction or modifications;
- (5) Ability to apply computing, disbursing and payroll knowledge to the identification of user automated accounting systems needs and the requirements for and the implementation of enhancements to the

automated payroll systems used in connection with international financial operations.

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.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website: http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: October 2, 2014.

FSN#2014/113
Computer System Analyst

OPEN TO: All Interested Candidates

POSITION: Computer System Analyst, FSN-10; FP-5(Step 5 thru 14)

OPENING DATE: September 19, 2014

CLOSING DATE: October 2, 2014

WORK HOURS: Full-time; 40 hrs/week

SALARY:

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

Not Ordinarily Resident (NOR): FP-5 (Step 5 thru 14) (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 Computer System Analyst in its Systems, Development & Maintenance Division, Comptroller and Global Financial Service (CGFS) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Serves as a Computer Systems Analyst charged with supporting the Chief Financial Officer (CFO) by ensuring that internal control systems are established and used by Posts and other Federal agencies, and by ensuring, through these systems, that all necessary and appropriate efforts are carried out to deter fraud, waste, and abuse of Government resources.

QUALIFICATIONS REQUIRED:

All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.

1. Bachelor's degree in computer science or information technology;
2. Four years of progressively responsible experience in professional Computer System, Database Administrator, or software systems development and maintenance of .NET programming and datawarehouse;
3. Level III (Good working knowledge) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 600 before the deadline; otherwise, application will not be considered);
4. Ability to analyze computing processes and identify practices and procedures which require correction or modifications;
5. Ability to apply computing, disbursing and payroll knowledge to the identification of user automated

accounting systems needs and the requirements for and the implementation of enhancements to the automated payroll systems used in connection with international financial operations.

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.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: October 2, 2014.
