

Vacancy Announcement No. / Position Title

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

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

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

[FSN# 2013/102 / Supply Clerk](#)

[FSN# 2013/103 / Commercial Clerk](#)

FSN# 2012/48 (T)

Mason

OPEN TO: All interested Candidates

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

OPENING DATE: October 26, 2012

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

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

Not Ordinarily Resident (NOR): FP-AA

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

The U.S. Embassy in Bangkok is seeking an individual for the position of Mason in the Facilities Management (FM), located at Rajdamri Compound, American Embassy Bangkok.

BASIC FUNCTIONS REQUIRED:

To perform at journeyman level in masonry and building construction trade. Duties involve daily maintenance, repair and construction work of concrete floors, surfaces and pavement; masonry walls or masonry structures; wall tiles and floor tiles of the buildings and facilities maintained by the post. Work includes removal of concrete or masonry structures, alteration, rehabilitation and restoration of the buildings and facilities of the post.

QUALIFICATIONS REQUIRED:

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

- (1) Completion of High School (Mathayom 6);
- (2) Two years of experience in building construction work;
- (3) Level II (Limited Knowledge) speaking/reading/writing in Thai and Level I (Rudimentary Knowledge) speaking/reading/writing in English. The candidate's eligibility will be based on the ability to achieve the appropriate the English Placement Test (EPT) that is conducted by the Regional Human Resources Office;
- (4) Must be able to operate various hand tools, power equipment and instrument;
- (5) Ability to drive and possess a valid Thai driver's license.

SELECTION PROCESS:

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

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript and a copy of Thai driver's license are required to be submitted with the application package.
- (4) The candidate's eligibility will be based on the ability to achieve the appropriate the English Placement Test (EPT) that is conducted by the Regional Human Resources Office.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

TO APPLY:

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

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

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

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

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

CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2012/48

Mason

OPEN TO: All interested Candidates

POSITION: Mason, FSN-5, FP-9

OPENING DATE: October 26, 2012

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

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

Not Ordinarily Resident (NOR): FP-9 (Starting salary and final grade will be determined by Washington)

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

The U.S. Embassy in Bangkok is seeking an individual for the position of Mason in the Facilities Management (FM), located at Rajdamri Compound, American Embassy Bangkok.

BASIC FUNCTIONS REQUIRED:

To perform at journeyman level in masonry and building construction trade. Duties involve daily maintenance, repair and construction work of concrete floors, surfaces and pavement; masonry walls or masonry structures; wall tiles and floor tiles of the buildings and facilities maintained by the post. Work includes removal of concrete or masonry structures, alteration, rehabilitation and restoration of the buildings and facilities of the post.

QUALIFICATIONS REQUIRED:

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

- (1) Completion of High School (Mathayom 6);
- (2) Two years of experience in building construction work;
- (3) Level II (Limited Knowledge) speaking/reading/writing in Thai and English (TOEIC score of **400** or higher). **The candidate's eligibility will be based on submission of a qualifying English Language TOEIC score tested no earlier than two years from the submission date;
- (4) Must be able to operate various hand tools, power equipment, and instrument;
- (5) Ability to drive and possess a valid Thai driver's license.

SELECTION PROCESS:

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

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript is required to be submitted with the application package.
- (4) If short listed for an interviewed, a valid TOEIC score required prior to interview. The TOEIC must be taken within two years of the application submission date to be considered "VALID". ONLY EFM's CAN substitute a valid EPT score for the TOEIC score.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

TO APPLY:

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

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

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

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

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CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2013/54

Medical Research Scientist (TB)

OPEN TO: All interested Candidates

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

OPENING DATE: April 26, 2013

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

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

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

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

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

BASIC FUNCTIONS REQUIRED:

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

QUALIFICATIONS REQUIRED:

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

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

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

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

(3) Level IV (fluent) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of **855** or higher with application) **The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date;

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

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

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

ADDITIONAL SELECTION CRITERIA:

(1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.

(2) The candidate must be able to obtain and hold a security clearance.

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

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

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

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

TO APPLY:

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

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

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

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

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

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

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

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

CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2013/102
Supply Clerk

OPEN TO: All interested candidates

POSITION: Supply Clerk, FSN-4; FP-AA

OPENING DATE: September 13, 2013

CLOSING DATE: September 26, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY:

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

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

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

The U.S. Embassy in Bangkok is seeking an individual for the position of Supply Clerk in its General Services Office/Warehouse (GSO/Warehouse) located on Rajdamri Compound, Bangkok.

BASIC FUNCTION OF POSITION:

The incumbent is responsible for transporting U.S. Government expendable and non-expendable property to offices and residences throughout the mission. Directs work crews as a team leader and reviews issuance and turn-in documents for accuracy when moving property. Interacts with American staff/personnel on location when installing or removing property.

QUALIFICATIONS REQUIRED:

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

(1) Completion of Secondary school (Mathayom 6) and two years of warehouseman or deliveryman work experience in warehousing and property transportation **OR** 9 years of secondary schooling (Mathayom 3) and five years of warehouseman or deliveryman work experience in warehousing and property transportation;

(2) Level II (Limited knowledge) speaking/reading/writing in Thai and English. **The candidate's eligibility will be based on the ability to achieve the appropriate English Placement Test (EPT) that is conducted by the Regional Human Resources Office;

(3) Ability to operate the computer and scanner;

- (4) Ability to drive truck and vehicles (must provide a copy of valid truck driving license (ใบขับขี่ ประเภท 2) with application, or application will not be considered);
- (5) Skill in the use of all warehousing related equipment included vehicles, forklift operation and all material handling equipment;
- (6) Must be capable of performing moderately arduous work, including heavy lifting at least 50 lbs.

SELECTION PROCESS:

When equally qualified, U.S. Citizen Eligible Family Members (US EFMs) and U.S. Veterans who are legally residing in the country will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of academic transcript is required to be submitted with the application package.
- (4) The candidate's eligibility will be based on the ability to achieve the appropriate the English Placement Test (EPT) that is conducted by the Regional Human Resources Office.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

TO APPLY:

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

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

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

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CLOSING DATE FOR THE POSITION: September 26, 2013

FSN# 2013/103
Commercial Clerk

OPEN TO: All Interested Candidates

POSITION: Commercial Clerk, FSN-3

OPENING DATE: September 20, 2013

CLOSING DATE: October 3, 2013

WORK HOURS: When-Actually-Employed (WAE)

LENGTH OF HIRE: Temporary position 3 months

SALARY:

Ordinarily Resident (OR): FSN-3, THB 105 per hour

Not Ordinarily Resident (NOR): FP-BB

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

BASIC FUNCTION OF POSITION:

Trade promotion clerk, supporting implementation of commercial-related programs. Under supervision and guidance of supervisor or Senior FSNs, makes appointments, prepares schedules, create and update contact lists, maintains files (electronic and hard-copy), finalizes reports and other office documents, answers phone and directs inquiries to appropriate staff, monitors and directs messages to appropriate staff, greets/escort office visitors, and assist at trade events.

QUALIFICATIONS REQUIRED:

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

- (1) Completion of Secondary school;
- (2) Level III (Good working knowledge) speaking/reading/writing in Thai and Level II (Limited knowledge) speaking/reading/writing in 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);
- (3) Ability to understand and follow through on routine clerical procedures;
- (4) Good working skill in operating word processing (Word, Excel, PowerPoint, Adobe Acrobat) and internet applications;
- (5) Level II (at least 40 words per minute) typing skills and skills in operating typical office and audio-visual equipment.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of academic transcript is required to be submitted with the application package.
- (4) The candidate's eligibility will be based on the ability to achieve the appropriate the English Placement Test (EPT) that is conducted by the Regional Human Resources Office. The TOEIC must be taken within two years of the application submission date to be considered "VALID".
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

TO APPLY:

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

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

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

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

CLOSING DATE FOR THE POSITION: October 3, 2013
