

We are currently accepting applications for the following positions:

**Vacancy Announcement No. / Position Title**

[FSN# 2015/24 \(T\) / Refrigeration & Air Conditioning Mechanic](#)

[FSN# 2015/24 / Refrigeration & Air Conditioning Mechanic](#)

[FSN# 2015/28 \(T\) / Engineering Assistant](#)

[FSN# 2015/28 / Engineering Assistant](#)

[FSN# 2015/29 \(T\) / Medical Research Scientist](#)

[FSN# 2015/29 / Medical Research Scientist](#)

[FSN# 2015/42 / Medical Research Technologist \(Influenza Epidemiology Research Coordinator\)](#)

[FSN# 2015/66 \(T\) / Electrical/Mechanical Engineer](#)

[FSN# 2015/66 / Electrical/Mechanical Engineer](#)

[FSN# 2015/76 \(T\) / Voucher Examiner \(2 positions\)](#)

[FSN# 2015/76 / Voucher Examiner \(2 positions\)](#)

[FSN# 2015/83 \(T\) / Surveillance Detection Supervisor](#)

[FSN# 2015/83 / Surveillance Detection Supervisor](#)

[FSN# 2015/84 / Realty Administrative Assistant](#)

[FSN# 2015/85 / Shipment Assistant](#)

**USAID - Vacancy Announcement No. / Position Title**

[FSN# 2015/86 / Supervisory Executive Specialist](#)

[FSN# 2015/87 / Secretary](#)

[FSN# 2015/88 / Project Accountant](#)

**FSN# 2015/24 (T)**  
**Refrigeration & Air Conditioning Mechanic**

**OPEN TO:** All Interested Candidates

**POSITION:** Refrigeration & Air Conditioning Mechanic, FSN-4, FP-AA, Trainee

**OPENING DATE:** February 20, 2015

**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 Refrigeration & Air Conditioning Mechanic in its Facilities Management section located at 120 -122 Wireless Road.

**BASIC FUNCTIONS REQUIRED:**

The incumbent performs full journeyman level in refrigeration and air conditioning trade. S/He also performs duties involved in installation, renovation, modification, preventive maintenance & repair, rebuilding of machines, equipment, components and control devices associated with refrigeration and air conditioning systems; including cooling, heating, ventilation and air circulation system for various government held properties.

**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 vocational certificate from technical school. Must possess vocational training in air conditioning, maintenance and repair or preventive maintenance (approx. 3 years);
- (2) At least one year of direct experience in maintenance, repair and installation of refrigeration and air conditioning systems;
- (3) Level I (Rudimentary Knowledge) speaking/reading/writing in Thai and English (Provide a copy of valid TOEIC score of at least **250**, 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) Ability to operate various hand tools, power equipment, and instruments, and ability to produce journeyman-level quality and quantity of work;
- (6) Skills in manual and mechanical lifting; driving; security and safety equipment, and 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](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

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

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**FSN# 2015/24**

**Refrigeration & Air Conditioning Mechanic**

**OPEN TO:** All Interested Candidates

**POSITION:** Refrigeration & Air Conditioning Mechanic, FSN-5, FP-9

**OPENING DATE:** February 20, 2015

**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 Refrigeration & Air Conditioning Mechanic in its Facilities Management section located at 120 -122 Wireless Road.

**BASIC FUNCTIONS REQUIRED:**

The incumbent performs full journeyman level in refrigeration and air conditioning trade. S/He also performs duties involved in installation, renovation, modification, preventive maintenance & repair, rebuilding of machines, equipment, components and control devices associated with refrigeration and air conditioning systems; including cooling, heating, ventilation and air circulation system for various government held properties.

**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 vocational certificate from technical school. Must possess vocational training in air conditioning, maintenance and repair or preventive maintenance (approx. 3 years);
- (2) At least two years of direct experience in maintenance, repair and installation of refrigeration and air conditioning systems;
- (3) Level II (Limited Knowledge) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least **400** before the deadline; otherwise, application will not be considered);
- (4) Ability to drive and possess a valid Thai driver's license (a copy of Thai driver's license is required with application);
- (5) Ability to operate various hand tools, power equipment, and instruments, and ability to produce journeyman-level quality and quantity of work;

(6) Skills in manual and mechanical lifting; driving; security and safety equipment, and 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](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

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

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**FSN# 2015/28 (T)**  
**Engineering Assistant**

**OPEN TO:** All Interested Candidates

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

**OPENING DATE:** March 6, 2015

**CLOSING DATE:** Until Filled

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

**SALARY:**

Ordinarily Resident (OR): FSN-8, THB 586,405 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](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

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

**“Applicants who responded to Vacancy Announcement (FSN# 2014/109 - Engineering Assistant) need not reapply as their applications will be considered.”**

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**FSN# 2015/28**  
**Engineering Assistant**

**OPEN TO:** All Interested Candidates

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

**OPENING DATE:** March 6, 2015

**CLOSING DATE:** Until Filled

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

**SALARY:**

Ordinarily Resident (OR): FSN-9, THB 653,272 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](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

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

**“Applicants who responded to Vacancy Announcement (FSN# 2014/109 - Engineering Assistant) need not reapply as their applications will be considered.”**

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**FSN# 2015/29 (T)**  
**Medical Research Scientist**

**OPEN TO:** All Interested Candidates

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

**OPENING DATE:** March 6, 2015

**CLOSING DATE:** Until Filled

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

**SALARY:**

Ordinarily Resident (OR): FSN-9 ฿ 653,272 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 Scientist, in its Department of Enteric Diseases, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6, Rajvithi Road, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Serve as the supervisor of Molecular Genetics sub-section in the Department of Enteric Diseases. Responsible for the development of oligonucleotide primers and probes, Polymerase Chain Reaction(PCR), DNA Fingerprinting and DNA Sequencing techniques in the identification and detailed study of enteric pathogens causing diarrheal disease. Involve in planning stages of the study, recommends research approaches to senior scientists with full discussion of research objectives, research implications and alternatives. Selects appropriate laboratory procedures, makes modifications as needed for the research assignment and assures that laboratory results are properly maintained. Performs data analysis and involved in preparation of manuscripts for publication in scientific journals. Controls the quality of the laboratory work performed in the section.

**QUALIFICATIONS REQUIRED:**

- (1) Master degree in Molecular Biology, Biochemistry or Microbiology field;
- (2) At least four years experiences in conducting various types of molecular biology work;
- (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 verify and analyze the results of the studies, prepare reports for publication or write established methodologies as Standard Operating Procedures (SOP);

(5) Able to operate normal equipment and scientific 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](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

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

**“Applicants who responded to Vacancy Announcement (FSN# 2014/123 - Medical Research Scientist) need not reapply as their applications will be considered.”**

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**FSN# 2015/29**

**Medical Research Scientist**

**OPEN TO:** All Interested Candidates

**POSITION:** Medical Research Scientist, FSN-10, FP-5(Step 5 thru 14)

**OPENING DATE:** March 6, 2015

**CLOSING DATE:** Until Filled

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

**SALARY:**

Ordinarily Resident (OR): FSN-10 ฿ 863,567 per annum (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 Medical Research Scientist, in its Department of Enteric Diseases, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6, Rajvithi Road, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Serve as the supervisor of Molecular Genetics sub-section in the Department of Enteric Diseases. Responsible for the development of oligonucleotide primers and probes, Polymerase Chain Reaction(PCR), DNA Fingerprinting and DNA Sequencing techniques in the identification and detailed study of enteric pathogens causing diarrheal disease. Involve in planning stages of the study, recommends research approaches to senior scientists with full discussion of research objectives, research implications and alternatives. Selects appropriate laboratory procedures, makes modifications as needed for the research assignment and assures that laboratory results are properly maintained. Performs data analysis and involved in preparation of manuscripts for publication in scientific journals. Controls the quality of the laboratory work performed in the section.

**QUALIFICATIONS REQUIRED:**

- (1) Master degree in Molecular Biology, Biochemistry or Microbiology field;
- (2) At least five years experiences in conducting various types of molecular biology work;
- (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 verify and analyze the results of the studies, prepare reports for publication or write established methodologies as Standard Operating Procedures (SOP)

(5) Able to operate normal equipment and scientific 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](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

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

**“Applicants who responded to Vacancy Announcement (FSN# 2014/123 - Medical Research Scientist) need not reapply as their applications will be considered.”**

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**FSN 2015/42**

**Medical Research Technologist (Research Assistant)**

**OPEN TO:** All Interested Candidates

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

**OPEN TO:** All Interested Candidates

**POSITION:** Medical Research Technologist (Influenza Epidemiology Research Coordinator), FSN-9, FP-5 (step 1 thru 4)

**OPENING DATE:** May 22, 2015

**CLOSING DATE:** Until Filled

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

**LENGTH OF HIRE:** Fixed-Term: Not to exceed 4 years from the date of employment

**SALARY:**

Ordinarily Resident (OR): FSN-9 ₪ 653,272 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 U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

**BASIC FUNCTIONS REQUIRED:**

Plans, oversees, coordinates, and supervises influenza study activities in accordance with study design, protocols, and other agreed upon procedures within the Program conducted by CDC in collaboration with the Ministry of Public Health, the Bangkok Metropolitan Administration, medical and governmental universities/ institutes. Provide implementation guidance and technical support to 5-10 staff hired and funded under CDC's Cooperative agreement with the MOPH for 2 to 3 concurrent research studies to ensure accurate completion of study procedures.

**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) Master of Public Health, Master of Science in Public Health, Biology, Microbiology or related scientific field is required;

- (2) At least three years progressively responsible work in clinical trial, infections program, or other public health program management, including direct technical experience with epidemiology program is required;
- (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 epidemiology research methods and procedures is required
- (5) Must be able to make appropriate departures from research study protocols and to develop detailed methods not specified in protocols.

### **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](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto: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 May 7, 2014. Applications previously received will also be considered.”**

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**FSN# 2015/66 (T)**  
**Electrical/Mechanical Engineer**

**OPEN TO:** All Interested Candidates

**POSITION:** Electrical/Mechanical Engineer, FSN-10, FP-5(Step 5 thru 14), Trainee

**OPENING DATE:** July 24, 2015

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time; 48 hours/week

**LENGTH OF HIRE:** Temporary position – Not to exceed 2 years

**SALARY:**

Ordinarily Resident (OR): FSN-10 ฿1,036,280 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 Electrical/Mechanical Engineer in its Overseas Building Operations, OBO office located at Rajdamri compound, American Embassy, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

The incumbent shall inspect construction, review plans, recommend approval of shop drawings and submittals, maintain a daily log of construction activities, develop change orders including preparing government cost estimates and other construction engineering duties relate to the Embassy Bangkok Physical Security Upgrade Project as directed by the OBO Project Director. S/He shall be capable of working independently and shall provide professional engineering services.

**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 the Electrical Engineer from an accredited institution.
- (2) Minimum of six years of experience in electrical/mechanical engineering fields.
- (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) Ability to use computer for word processing;
- (5) Ability to use engineering management software such as Primavera, maintain daily construction inspection logs, create construction cost estimates, review construction drawings for code compliance and provide briefings to the PD on civil/structural issues;

(6) Ability to use AutoCAD.

**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](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

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

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**FSN# 2015/66**

**Electrical/Mechanical Engineer**

**OPEN TO:** All Interested Candidates

**POSITION:** Electrical/Mechanical Engineer, FSN-11, FP-4

**OPENING DATE:** July 24, 2015

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time; 48 hours/week

**LENGTH OF HIRE:** Temporary position – Not to exceed 2 years

**SALARY:**

Ordinarily Resident (OR): FSN-11 ฿1,443,180 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 Electrical/Mechanical Engineer in its Overseas Building Operations, OBO office located at Rajdamri compound, American Embassy, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

The incumbent shall inspect construction, review plans, recommend approval of shop drawings and submittals, maintain a daily log of construction activities, develop change orders including preparing government cost estimates and other construction engineering duties relate to the Embassy Bangkok Physical Security Upgrade Project as directed by the OBO Project Director. S/He shall be capable of working independently and shall provide professional engineering services.

**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 the Electrical Engineer from an accredited institution.
- (2) Minimum of seven years of experience in electrical/mechanical engineering fields.
- (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) Ability to use computer for word processing;
- (5) Ability to use engineering management software such as Primavera, maintain daily construction inspection logs, create construction cost estimates, review construction drawings for code compliance and provide briefings to the PD on civil/structural issues;

(6) Ability to use AutoCAD.

**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](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

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

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**FSN# 2015/76 (T)**

**Voucher Examiner (2 positions)**

**OPEN TO:** All Interested Candidates

**POSITION:** Voucher Examiner, FSN-7, FP-7

**OPENING DATE:** August 21, 2015

**CLOSING DATE:** Until Filled

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

**SALARY:**

Ordinarily Resident (OR): FSN-7\$ 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 Services (CGFS) office located at 95 Wireless Road, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

The incumbent's daily duty is to 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. The duties include but are not limited to: processing post assignment travel vouchers for all overseas posts, and vendor vouchers, E2 vouchers, and ILMS vouchers from PSU client posts; assuring 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; ensuring compliance with Federal, DoS, PSU, and individual client post policies; providing detailed and tactful explanations of the regulation or policy to the submitter and inform them of the necessary corrective action. The incumbent is relied on by the Certifying Officer to forward only correct, legal, and proper vouchers for certification.

**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 at least two years of college or university studies or host country equivalent;
- (2) Two year progressively responsible experience in finance, accounting, bookkeeping or related financial field;
- (3) Level IV (Fluent) speaking/reading/writing in English (must provide a copy of valid TOEIC score of at least **855** before the deadline; otherwise, application will not be considered);

- (4) Strong computer skills including MS Office applications (Excel, Power Point, and Word), internet and website navigation skills, and automated financial and/accounting applications (*Will be tested*);
- (5) Ability to analyze data, accounting and payment records and reports and obtain necessary information to correct problems (*Will be tested*);
- (6) Strong writing and oral communication skills.

**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](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

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

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**FSN# 2015/76**

**Voucher Examiner (2 positions)**

**OPEN TO:** All Interested Candidates

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

**OPENING DATE:** August 21, 2015

**CLOSING DATE:** Until Filled

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

**SALARY:**

Ordinarily Resident (OR): FSN-8 \$586,405 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 Services (CGFS) office located at 95 Wireless Road, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

The incumbent's daily duty is to 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. The duties include but are not limited to: processing post assignment travel vouchers for all overseas posts, and vendor vouchers, E2 vouchers, and ILMS vouchers from PSU client posts; assuring 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; ensuring compliance with Federal, DoS, PSU, and individual client post policies; providing detailed and tactful explanations of the regulation or policy to the submitter and inform them of the necessary corrective action. The incumbent is relied on by the Certifying Officer to forward only correct, legal, and proper vouchers for certification.

**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 at least two years of college or university studies or host country equivalent;
- (2) Two years progressively responsible experience in finance, accounting, bookkeeping or related financial field;
- (3) Level IV (Fluent) speaking/reading/writing in English (must provide a copy of valid TOEIC score of at least **855** before the deadline; otherwise, application will not be considered);

- (4) Strong computer skills including MS Office applications (Excel, Power Point, and Word), internet and website navigation skills, and automated financial and/accounting applications (*Will be tested*);
- (5) Ability to analyze data, accounting and payment records and reports and obtain necessary information to correct problems (*Will be tested*);
- (6) Strong writing and oral communication skills. A thorough knowledge of applicable sections of the Foreign Affairs Manual and Handbooks, Federal Travel Regulations, JFTR, DSSR CDC Handbook and USAID's ADS.

**SELECTION PROCESS:**

When 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](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

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

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**FSN# 2015/83 (T)**  
**Surveillance Detection Supervisor**

**OPEN TO:** All Interested Candidates

**POSITION:** Surveillance Detection Supervisor, FSN-4, FP-AA (Trainee)

**OPENING DATE:** September 4, 2015

**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 Surveillance Detection Supervisor located at U.S. Consulate General, 387 Wichayanon Road, Chiang Mai.

**BASIC FUNCTIONS REQUIRED:**

Incumbent has daily administrative and operational control of three Surveillance Detection Guards at US Consulate General Chiang Mai and reports directly to Surveillance Detection (SD) Coordinator or Regional Security Officer (RSO) for overall guidance on operational and administrative issues and is required to report to the RSO all occurrences of Hostile Surveillance or suspicious activities around Mission facilities in Chiang Mai. S/He will directly supervise three or more Locally Employed SD Guards in Chiang Mai while also performing surveillance detection missions.

**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 or equivalent (Mathayom 6);
- (2) six months of surveillance detection experience;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and Level I (Rudimentary Knowledge) speaking/reading/writing in English (Provide a copy of valid TOEIC score of at least **250**, 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) Ability to use a keyboard/typewriter and a computer, and must be skilled with the use of surveillance equipment (i.e. audio/video recording devices, binoculars, cameras, etc.);

(6) Must be able to work independently and adapt to changing circumstances without requesting guidance with strong organizational, leadership and observational skills.

**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](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

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

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**FSN# 2015/83**

**Surveillance Detection Supervisor**

**OPEN TO:** All Interested Candidates

**POSITION:** Surveillance Detection Supervisor, FSN-5, FP-9

**OPENING DATE:** September 4, 2015

**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 Surveillance Detection Supervisor located at U.S. Consulate General, 387 Wichayanon Road, Chiang Mai.

**BASIC FUNCTIONS REQUIRED:**

Incumbent has daily administrative and operational control of three Surveillance Detection Guards at US Consulate General Chiang Mai and reports directly to Surveillance Detection (SD) Coordinator or Regional Security Officer (RSO) for overall guidance on operational and administrative issues and is required to report to the RSO all occurrences of Hostile Surveillance or suspicious activities around Mission facilities in Chiang Mai. S/He will directly supervise three or more Locally Employed SD Guards in Chiang Mai while also performing surveillance detection missions.

**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 or equivalent (Mathayom 6);
- (2) One year of surveillance detection experience;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and Level I (Rudimentary Knowledge) speaking/reading/writing in English (must provide a copy of valid TOEIC score of at least **250** before the deadline; otherwise, application will not be considered);
- (4) Ability to drive and possess a valid Thai driver's license (a copy of Thai driver's license is required with application);

- (5) Ability to use a keyboard/typewriter and a computer, and must be skilled with the use of surveillance equipment (i.e. audio/video recording devices, binoculars, cameras, etc.);
- (6) Must be able to work independently and adapt to changing circumstances without requesting guidance with strong organizational, leadership and observational skills.

**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](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

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

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**FSN# 2015/84**

**Realty Administrative Assistant**

**OPEN TO:** All Interested Candidates

**POSITION:** Realty Administrative Assistant, FSN-7, FP-7

**OPENING DATE:** September 25, 2015

**CLOSING DATE:** October 8, 2015

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

**SALARY:**

Ordinarily Resident (OR): FSN-7 \$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 Realty Administrative Assistant in its General Services Office/Housing (GSO/Housing) located at GPF Witthayu Tower, Wireless Road.

**BASIC FUNCTIONS REQUIRED:**

The incumbent has the primary responsibility for managing the GSO Housing utilities portfolio for some 483 residential units in the housing pool, and the utilities portfolio for nine functional (or office) complexes for the Embassy. S/He verifies, tracks, reconciles, and submits for signature and payment all residential and functional utility bills, including power, water, and gas. S/He also coordinates and schedules Facilities inspections and landlord availability for electrical and safety and health inspections of all USG residences prior to occupancy.

**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 two years of college or university studies or host country equivalent;
- (2) At least two years of progressively responsible experience in realty management, paralegal or contracting fields;
- (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 possess good typing skills and other skills required to operate general office equipment including accounting/math skills for calculating residential expenses;

- (5) Must be able to negotiate effectively and have good customer service skills when dealing with others, specifically with landlords, vendors, contractors, and Americans;
- (6) Ability to draft documents and correspondence with minimal supervision.

**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](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** October 8, 2015

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**FSN# 2015/85**  
**Shipment Assistant**

**OPEN TO:** All Interested Candidates

**POSITION:** Shipment Assistant, FSN-8, FP-6

**OPENING DATE:** September 25, 2015

**CLOSING DATE:** October 8, 2015

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

**SALARY:**

Ordinarily Resident (OR): FSN-8 \$586,405 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 Shipment Assistant in its General Services Office/Customs & Shipping (GSO/C&S) located GPF Witthayu Tower, 5th Floor, Wireless Road.

**BASIC FUNCTIONS REQUIRED:**

The incumbent is responsible for handling a full range of shipment activities for the Customs and Shipping Office in GSO, including Department of Defense shipments. Duties include arranging and facilitating incoming and outgoing shipments; requesting customs clearance for household and personal effects, privately owned vehicles (POV) and other official property. S/He drafts diplomatic notes requesting the permit of shipments to the Ministry of Foreign Affairs. S/He also serves as assistant supervisor for the Customs & Shipping office and Supervisory Shipment Specialist when the Supervisory Shipment Specialist is out.

**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 Bachelor's degree in Business Administration, Social Science, Logistics or Arts;
- (2) At least three years of experience in customs and shipping field in Thailand;
- (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 operate Microsoft Office Desktop applications including English & Thai typing and word processing;

- (5) Have ability to establish and maintain close working relationships with host government and commercial shipping officials with good interpersonal skills;
- (6) Must be intellectually skillful in interpreting and applying both US and Thai Government regulations, and must be accurate and thorough in preparing documents and submission to the various Thai government agencies.

**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](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** October 8, 2015

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**FSN# 2015/86**  
**Supervisory Executive Specialist**

**OPEN TO: All Interested Candidates**

**POSITION: Supervisory Executive Specialist, FSN-11**

**OPENING DATE: September 25, 2015**

**CLOSING DATE: October 22, 2015**

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

**POSITION GRADE: FSN-11**

**SALARY: FSN-10 \$ 863,567 per annum (Starting salary)** The position is classified at FSN-11 Grade. Salary will be paid in accordance with USG Local Compensation Plan. Based on the selected candidate's experience, and at the discretion of USAID/RDMA, the incumbent may be hired at FSN-10 "development" level for the first year of employment. After one year, promotion to FSN-11 will be subject to successful performance. Promotion to the target FSN-11 grade level is mandatory, and failure to achieve the required level of performance is a basis for dismissal.

**APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Thailand is seeking an individual for the position of Supervisory Executive Specialist in the U.S. Agency for International Development/Regional Development Mission for Asia (USAID/RDMA), located at Athenee Tower, Wireless Road, Bangkok.

**JOB SUMMARY:**

The Supervisory Executive Specialist serves as an advisor, with responsibility for overseeing and managing logistical and administrative support services for Executive Office (EXO), USAID/RDMA Mission. The incumbent shall directly supervise Travel Management, Records Management, Property Management, and Procurement. The USAID/RDMA staff serviced consists of approximately 200 employees, including U.S. Direct Hire (USDH), U.S. Personal Services Contract (USPSC), and Local Employed Staff (LES) Personal Services Contract (PSC) employees. USAID/RDMA provides support to several USAID Missions in the region, such as USAID/Vietnam, USAID/Burma, and USAID/East Timor, and USAID Offices in China and Laos. The incumbent serves as the senior FSN expert on administrative and management matters. In the absence of the American EXOs, the incumbent shall perform all duties of that position except those which require a direct hire signature.

**MAJOR RESPONSIBILITIES:**

The incumbent is responsible for day to day administrative operational supervision and oversight of activities in the field of Procurement, Travel, services received under ICASS, Communications and Records (C&R), property inventory and control, and Operating Expense (OE) budget planning. The work includes assisting employees of the relevant divisions in resolving problems, assigning tasks,

providing guidance, and monitoring performance. The details of duties and responsibilities are listed below:

**Executive Office Administration and Support:**

- Maintains cognizance and awareness over all programs and functions of the Executive Office (Information Systems, Travel, Records Management, Property Management, Human Resources, and Procurement). Attends Senior Staff Meetings and other meetings, when appropriate, in the absence of the American EXOs, and ensures that actions assigned during these meetings are carried out in a timely manner. Assists employees in resolving problems. Also monitors performance of tasks assigned by the EXO. Recommends employees for awards, writes performance evaluation reports for all staff under his/her direct supervision.
- Conducts studies and advises the EXO on ways to improve the overall performance of the Executive Office to ensure the most effective utilization of personnel; e.g., reorganization of Divisions, realignment of duties or work schedules, scheduling of staff meetings to facilitate communications, or realignment of personnel.
- Coordinates the drafting and issuance of all Mission Orders and Mission Notices on policies and procedures in all areas, and drafts them in those areas related to the Executive Office. Proposes to the EXO revisions or changes to Mission policies and procedures concerning those matters.
- Informs/advises employees on Mission administrative policy. In the absence of the American EXOs, approves the routine operational requirements of the USAID office; approves vouchers for payments of previously obligated operating funds for supplies or services; and approves travel compensatory time and compensatory time in accordance to policy.
- Assists Mission Management in the preparation of current year and two-year workforce projections for USAID/RDMA's annual resource request to USAID/Washington. Plays a major role in (a) the development of the OE budget in collaboration with the EXO and the Controller, (b) subsequent monitoring of expenditures and continuous evaluation of mission activities to ensure efficient and effective utilization of USG resources.
- Keeps fully cognizant of all regulations pertaining to travel, shipment, housing, leasing, maintenance and local support services. In the absence of the American EXOs, ensures the continued effective operation of the Office in virtually all areas excepting signatory authority involving commitment of U.S. Government funds, or Mission policy issues.
- Maintains liaison with the Embassy Administrative Offices and monitors the quality and quantity of services provided and agreed upon between the agencies under the ICASS system.
- Conducts on-the-job training and cross-training for EXO staff as needed to enable staff to perform the necessary on-going tasks of the position. Assesses training needs of all EXO staff.

**Supervision – EXO/Team Leaders:**

- Supervises the Property Management Team Leader, Travel team leader, Communication and Records Supervisor, and Procurement Agent. In this capacity the incumbent serves as their mentor and provides adequate supervision and guidance in their respective areas

## **QUALIFICATIONS REQUIRED AND SELECTION CRITERIA:**

*All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22. If the application submitted fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the applicant to provide all pertinent information.*

- (1) **Education:** Bachelor's degree in Business Administration, Public Administration, Management, or related studies in Art, Sciences or Social Science is required.
- (2) **Experience (30 points):** At least seven years of progressively responsible experience in the areas of administrative/logistics management, personnel, management/leadership, or business administration in an international organization is required. Out of this at least three years should have been in a supervisory role. Must have demonstrated direct experience related to the functions outlined in the scope of work, most notably in administrative management of property and procurement.
- (3) **Language:** Level IV, strong written and oral proficiency in English is required. Level IV (Native Speaker) in Thai is also required.
- (4) **Knowledge (30 points):**. A sound understanding of financial resource management specifically related to operating budgets is required. A sound understanding or demonstrate potential to acquire operational knowledge in the area of Acquisition regulations, travel, supply and property management, and correspondence and records management.
- (5) **Skills and Abilities (40 points):**
  - Must have the ability to research, locate, understand and interpret regulations and apply these to specific cases in the areas of Acquisition regulations, travel, property management, and correspondence and records management.
  - Must be able to obtain, analyze and evaluate data of a complex nature and to prepare factual and analytical reports.
  - Must have excellent negotiation skills and the ability to guide and work with a multidisciplinary team in the administration of a full-service, customer focused management office for a complex regional program.
  - Excellent communication and interpersonal skills and the ability to work effectively as a team member in a culturally diverse team environment and understand the needs of a wide range of internal clients and external suppliers are required.
  - Must be a dynamic self-starter – able to work calmly, tactfully and effectively under pressure. Extreme flexibility to manage more than one activity at a time in the performance of daily administrative management related actions while maintaining a high energy level is absolutely essential and required.
  - Ability to maintain strict confidentiality relating to sensitive management areas is required.

- Must be proficient in the Microsoft applications and navigation of the Internet. Must have the ability to solve problems and make sound decisions effectively

### **SELECTION PROCESS:**

Applications will be initially screened and scored for eligibility in accordance with the required qualifications and points mentioned above. To be considered for candidacy, applicants must address each criterion in their application as to how they meet the minimum qualifications for this position. Top-ranked candidates who meet the minimum qualification will be given a recruitment test. The recruitment test and interview will be structured around the selection criteria above. Applicants with passing marks from recruitment test and with a valid TOEIC score of 855 or above will be invited for an interview. Recruitment test and interview will be conducted in USAID/RDMA Bangkok, Thailand. USAID/RDMA will screen for nepotism/conflict of interest in determining successful candidacy. Reference checks will be conducted once the applicant pool is narrowed down to the top candidate(s). Only shortlisted candidates for final interview will be notified of the selection result. Internal candidates must have successfully completed a one year probationary period of employment before being eligible to apply.

### **TO APPLY:**

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

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION: October 22, 2015**

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**FSN# 2015/87**

**Secretary**

**OPEN TO: All Interested Candidates**

**POSITION: Secretary, FSN-7**

**OPENING DATE: September 25, 2015**

**CLOSING DATE: October 15, 2015**

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

**SALARY: FSN-7 B480,033 per annum (Starting salary)**

**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 Secretary to General Development Office (GDO) in the U.S. Agency for International Development/Regional Development Mission for Asia (USAID/RDMA), located at Athenee Tower, Wireless Road, Bangkok.

**JOB SUMMARY:**

The Secretary will assist the Administrative Assistant for the full range of secretarial/clerical services and administrative support and assistance to GDO team members. The incumbent will also be expected to ensure that efficient and effective administrative office operations are maintained and to exercise discretion with respect to activities that may occur in the absence of the Administrative Assistant.

The incumbent will also be a primary point of contact for GDO's Technical Advisor Group (TAG) members, lead coordinator, maintaining day-to-day contact, time and attendance records for office members, maintains official/working files compliance with agency guidelines, prepare procurement requests and program/projects interaction with counterparts and appropriate personnel at Regional Development Mission for Asia (RDMA), USAID/Washington, USAID Missions, US Embassies, and other US government agencies.

**MAJOR RESPONSIBILITIES:**

The detail of responsibilities includes to the following:

- Receives and tracks all correspondence/documents which must pass through the GDO Director (such as program documents, cables, memos, and letters) to ensure correct formatting of documents, correct punctuation, capitalization, paragraphing, spelling, grammar, language, form and content in accordance with accepted GDO and USAID-specific office practices.
- Develop and maintain a system to track GDO's (including the TAG team) contributions to RMDA's Special Objective under the Regional Development Cooperation Strategy (RDCS). This information will provide important data inputs for the Portfolio Performance Review (PPR), Operational Plan, and other program management and reporting requirements.

- **Travel Coordination:** Preparing domestic and international trip requests includes official, and entitlement travels for the GDO Director and other GDO TAG staff; and preparing requests for actual subsistence and obtains approved travel authorizations and tickets.
- **Provide back-up support to GDO Regional Integration Program/Project Team:** The incumbent has to provide back-up support on other regional program integration communication outreach matters and GDO monthly highlights when the Administrative Assistant is away.

## **QUALIFICATIONS REQUIRED AND SELECTION CRITERIA:**

*All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22. If the application submitted fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the applicant to provide all pertinent information.*

- (1) **Education:** University degree in Arts, Social Science, Business Administration or related fields is required.
- (2) **Experience (30 points):** At least three (3) years of experience in the field of secretarial/administrative management is required, preferably with an international development organization or government.
- (3) **Language:** Level IV, strong written and oral proficiency in English is required. Level IV (Native Speaker) in Thai is also required.
- (4) **Knowledge (30 points):**
  - Mastery of English/Thai grammar, spelling, punctuation, paragraphs and sentence structure (syntax) is required.
  - Thorough knowledge gained from prior work experience in how to provide dependable secretarial/administrative support and assistance to an individual at the “executive level”.
- (5) **Skills and Abilities (40 points):**
  - Ability to work effectively in a diverse team environment and adapt to the existing work environment is required.
  - Excellent communications and inter-personal skills is required. Ability to establish and maintain productive working relationship with internal/external counterparts is required.
  - Must have strong organizational skills. Must possess ability to prioritize multiple tasks, demonstrate extreme flexibility to manage more than one activity at a time in the performance of daily office administrative duties. Must be able to work calmly, tactfully, and effectively under pressure.
  - Proficiency in typing various correspondence formats (i.e. memoranda, letters, reports, faxes) as well as standardized documents and forms is required. Good typing skill, attention to detail, and strong proof reading skills are required.
  - Must possess knowledge and skills of using computers and office software such as Microsoft Word, Excel, Power Point and e-mail. Must be able to learn and use Agency specific software related to work area efficiency.
  - Ability to maintain strict confidentiality relating to office sensitive matters is required.

## **SELECTION PROCESS:**

Applications will be initially screened and scored for eligibility in accordance with the required qualifications and points mentioned above. To be considered for candidacy, applicants must address each criterion in their application as to how they meet the minimum qualifications for this position. Top-ranked candidates who meet the minimum qualification will be given a recruitment test. The recruitment test and interview will be structured around the selection criteria above. Applicants with passing marks from recruitment test and with a valid TOEIC score of 855 or above will be invited for an interview. Recruitment test and interview will be conducted in USAID/RDMA Bangkok, Thailand. USAID/RDMA will screen for nepotism/conflict of interest in determining successful candidacy. Reference checks will be conducted once the applicant pool is narrowed down to the top candidate(s). Only shortlisted candidates for final interview will be notified of the selection result. Internal candidates must have successfully completed a one year probationary period of employment before being eligible to apply.

## **TO APPLY:**

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

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION: October 15, 2015**

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**FSN# 2015/88**

**Project Accountant**

**OPEN TO: All Interested Candidates**

**POSITION: Project Accountant, FSN-10**

**OPENING DATE: September 25, 2015**

**CLOSING DATE: October 22, 2015**

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

**SALARY: FSN-10 ₱863,567 per annum (Starting salary)**

**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 Accountant to Office of Financial Management (OFM) in the U.S. Agency for International Development/Regional Development Mission for Asia (USAID/RDMA), located at Athenee Tower, Wireless Road, Bangkok.

**JOB SUMMARY:**

The Project Accountant manages directs and maintains project accounting systems for USAID/RDMA/Thailand's Office of Financial Management (OFM) and 9 client countries (Burma, China, Vietnam, Afghanistan, Papua-New Guinea, East-Timor, Thailand, Laos and Marshall Islands/Federated States of Micronesia) which currently together total an average operational yearly budget (OYB) of \$220 million and early projections indicate that it will reach at least \$250 million in the next 2 to 3 years.

**MAJOR RESPONSIBILITIES:**

Duties include reviewing, analyzing, reconciling and balancing project funded accounting records and systems for RDMA and its client countries. The details of main responsibilities are listed below:

- Apply appropriate project funded activities via accounting operations system platform; make certain that all accounting systems are in place for RDMA programs and client missions; and ensure proper application of accounting principles and practices; and efficiently control and maintain all project funded activities in the accounting system.
- Manages, monitors and tracks all the complex and difficult processing of Budget allowances, Program Areas, Program elements, commitments and obligations of program funds; ensure the integrity of the accounting system for ensuring that all transactions such as budget, acquisitions, accounts payable, bills for collection, and accrual subsystems are properly and correctly incorporated and accounted for.

- Provide clients with timely, accurate and last minute special reports for a wide variety of clients that include RDMA and OFM Senior Management Teams. Clients also include the U.S. Embassy (officials working on the Program Plan), the Asia Bureau, Washington CFO office, RDMA's client Missions, Office Directors, technical staff, various project managers and leaders, other Agency officials, and a wide range of implementing partners and NGOs that require reports regarding USG funding on USG projects.
- Tracks, analyzes, adjusts, lists and maintains records of all un-liquidated obligations, ensuring validity of obligations are compliant with Congressional Actions/Laws. Also projects and plans for de-obligations and upward adjustments of obligations, keeping OFM Management Team fully informed of any potential problems and impact of such activities.
- Coordinates with voucher examiner supervisor and financial analysts on voucher entries, adjustments and quarter end and year end accrual generation activities, including appropriate actions such as producing worksheets used by CTO for projection of program accruals.
- Provides backup for maintaining electronic files and fills in for accounting technicians when necessary.

## **QUALIFICATIONS REQUIRED AND SELECTION CRITERIA:**

*All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22. If the application submitted fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the applicant to provide all pertinent information.*

- (6) **Education:** university degree in Accounting, Finance, or Business Administration majoring in accounting is required.
- (7) **Experience (30 points):** At least five (5) years of progressively more responsible experience in professional accounting, financial management or auditing is required.
- (8) **Language:** Level IV, strong written and oral proficiency in English is required. Level IV (Native Speaker) in Thai is also required.
- (9) **Knowledge (35 points):** Understanding of professional accounting principles, theories, practices and a thorough knowledge of laws, regulations, and procedures financial management is required. Must understand organization and operations and be familiar with project policies and processes.
- (10) **Skills and Abilities (35 points):**
  - Must be able to analyze accounting processes and identify practices and procedures that require correction or modification.
  - Must be able to formulate recommendations for maintaining specialized segments of accounting systems in a high state of efficiency.

- Must be able to communicate effectively with non-accounting personnel in explaining accounting requirements and potentials.
- Must possess advanced financial related software and computer skills and computer skills.

### **SELECTION PROCESS:**

Applications will be initially screened and scored for eligibility in accordance with the required qualifications and points mentioned above. To be considered for candidacy, applicants must address each criterion in their application as to how they meet the minimum qualifications for this position. Top-ranked candidates who meet the minimum qualification will be given a recruitment test. The recruitment test and interview will be structured around the selection criteria above. Applicants with passing marks from recruitment test and with a valid TOEIC score of 855 or above will be invited for an interview. Recruitment test and interview will be conducted in USAID/RDMA Bangkok, Thailand. USAID/RDMA will screen for nepotism/conflict of interest in determining successful candidacy. Reference checks will be conducted once the applicant pool is narrowed down to the top candidate(s). Only shortlisted candidates for final interview will be notified of the selection result. Internal candidates must have successfully completed a one year probationary period of employment before being eligible to apply.

### **TO APPLY:**

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

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION: October 22, 2015**

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