

**Announcement No./Title**

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

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

**FSN# 2012/87 / Electrician**

**FSN# 2012/92 (T) / Warehouse Clerk**

**FSN# 2012/92 / Warehouse Clerk**

**FSN# 2012/94 (T) / Administrative Assistant**

**FSN# 2012/94 / Administrative Assistant**

**FSN# 2012/104 / Administrative Clerk**

**FSN# 2012/105 / Data Manager**

**FSN# 2012/106 (T) / Supply Supervisor/Procurement Agent**

**FSN# 2012/106 / Supply Supervisor/Procurement Agent**

**FSN# 2012/109 (T) / Visa Clerk**

**FSN# 2012/109 / Visa Clerk**

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

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

**FSN# 2012/46 (T10) / Development Assistance Specialist (M&E)**

**FSN# 2012/46 (T11) / Development Assistance Specialist (M&E)**

**FSN# 2012/46 / Development Assistance Specialist (M&E)**

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

**OPEN TO:** All Interested Candidates

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

**OPENING DATE:** September 21, 2012

**CLOSING DATE:** Until filled

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

**SALARY:**

Not Ordinarily Resident (NOR): USD 39,994 per annum (minimum starting salary)  
(Position Grade: FP-7 to be confirmed by Washington)

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

**ALL 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 (PSU) in the Post Support Unit, Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

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

**QUALIFICATIONS REQUIRED:**

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

- (1) Two years post secondary study at College or University (High Vocational School or equivalent);
- (2) Two years of progressively experience responsible work in finance, accounting, bookkeeping or related financial field;
- (3) Level IV (Fluent) speaking, reading, writing and understanding of English and Thai (TOEIC score at **855** or higher). The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date;

### **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.

### **SALARY RANGE:**

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

### **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 interview, a valid TOEIC score is required prior to interview. 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) 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

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

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

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

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**FSN# 2012/04**

**Voucher Examiner (PSU)**

**OPEN TO:** All Interested Candidates

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

**OPENING DATE:** September 21, 2012

**CLOSING DATE:** Until filled

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

**SALARY:**

Not Ordinarily Resident (NOR): USD 44,737 per annum (minimum starting salary)  
(Position Grade: FP-6 to be confirmed by Washington)

Ordinarily Resident (OR): THB 574,907 per annum (minimum starting salary)  
(Position Grade: FSN-8)

**ALL 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 (PSU) in the Post Support Unit, Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

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

**QUALIFICATIONS REQUIRED:**

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

- (1) Two years post secondary study at College or University (High Vocational School or equivalent);
- (2) Two years of progressively experience responsible work in finance, accounting, bookkeeping or related financial field;
- (3) Level IV (Fluent) speaking, reading, writing and understanding of English and Thai (TOEIC score at **855** or higher). The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date;
- (4) 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.

**SALARY RANGE:**

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

**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 interview, a valid TOEIC score is required prior to interview. 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) 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

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

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

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

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**FSN# 2012/87**

**Electrician**

**OPEN TO:** All Interested Candidates

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

**OPENING DATE:** September 14, 2012

**CLOSING DATE:** Until filled

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

**SALARY:**

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

Not Ordinarily Resident (NOR): FP-9

**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 Electrician in the Facilities Management (FM) Office, located on the Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

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

**QUALIFICATIONS REQUIRED:**

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

(1) Completion of technical school, and must possess vocational training in electrical installation, maintenance and repair or preventive maintenance;

(2) Two-year direct experience in maintenance, repair and installation of electrical system;

(3) Level II (Limited Knowledge) speaking, reading, writing and understanding of English and Thai (TOEIC score at **400** or higher). The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date;

(4) Valid Thai driver's license (must provide a copy of valid Thai driver's license with application) and ability to drive.

## **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 interview, a valid TOEIC score is required prior to interview. 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) 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

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

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



**FSN# 2012/92 (T)**  
**Warehouse Clerk**

**OPEN TO:** All Interested Candidates

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

**OPENING DATE:** October 12, 2012

**CLOSING DATE:** October 18, 2012

**WORK HOURS:** Full-time; 44 hours/week

**SALARY:**

Not Ordinarily Resident (NOR): FP-AA

Ordinarily Resident (OR): FSN-3, THB 241,525 per annum (minimum 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 Warehouse Clerk in the Area Telecommunications Office-Asia (ATO-Asia), located at Rajdamri compound, American Embassy Bangkok.

**BASIC FUNCTION OF POSITION:**

The incumbent is responsible for providing all areas of support to American Area Telecommunications Office (ATO/ASIA) employees located at both Rajdamri and the NOB compounds. The job holder will team up with ATO/RTC LES counterpart when joint activities are required, which equates to supporting another office. In addition, the job holder is responsible for handling multiple tasking in areas of procuring, visa, expediting, chauffeuring, as well as the servicing as a specialist, the job holder serves as an expert in all facets of the ATO-Warehouse duties to include stock pulls, nomenclature and identifying stock items, use of inventory database, warehouse replenishment procurements, inventories, shipping/receiving of stock, use of forklifts/warehouse equipments, support flights, building of crates, and local procurements i.e. locating and using local vendors to procure materials needed for ATO/Asia projects. Work schedule involves extended hours (early or late work), on weekends or on holidays. Be on call 24 hours a day, 7 days a week.

**QUALIFICATIONS REQUIRED:**

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

(1) Completion of Secondary School (Mathayom 6);

(2) Level II (Limited Knowledge) speaking/reading/writing in Thai and English (Michigan Test is required prior enter on duty);

(3) Must possess a valid Thai driver's license for passenger vehicle and be familiar with the Bangkok road system, outlying areas to include consulate in Chiang Mai; selected individual will be required to obtain a forklift and heavy truck license within one year;

(4) Ability to operate various types of motor vehicles (sedans, trucks, vans, motorcycles, forklifts);

(5) Ability to operate various hand tools, power equipment, instruments and computer.

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

**PLEASE ATTACH A COPY OF TRANSCRIPT AND 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 Thai Driver's License are required to be submitted with the application package.

(4) If short-listed for an interview, a valid TOEIC score is required prior to interview. 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) 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

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

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**CLOSING DATE FOR THE POSITION: October 18, 2012**

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**FSN# 2012/92**  
**Warehouse Clerk**

**OPEN TO:** All Interested Candidates

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

**OPENING DATE:** October 12, 2012

**CLOSING DATE:** October 18, 2012

**WORK HOURS:** Full-time; 44 hours/week

**SALARY:**

Not Ordinarily Resident (NOR): FP-AA

Ordinarily Resident (OR): FSN-4, THB 276, 155 per annum (minimum 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 Warehouse Clerk in the Area Telecommunications Office–Asia (ATO-Asia), located at Rajdamri compound, American Embassy Bangkok.

**BASIC FUNCTION OF POSITION:**

The incumbent is responsible for providing all areas of support to American Area Telecommunications Office (ATO/ASIA) employees located at both Rajdamri and the NOB compounds. The job holder will team up with ATO/RTC LES counterpart when joint activities are required, which equates to supporting another office. In addition, the job holder is responsible for handling multiple tasking in areas of procuring, visa, expediting, chauffeuring, as well as the servicing as a specialist, the job holder serves as an expert in all facets of the ATO-Warehouse duties to include stock pulls, nomenclature and identifying stock items, use of inventory database, warehouse replenishment procurements, inventories, shipping/receiving of stock, use of forklifts/warehouse equipments, support flights, building of crates, and local procurements i.e. locating and using local vendors to procure materials needed for ATO/Asia projects. Work schedule involves extended hours (early or late work), on weekends or on holidays. Be on call 24 hours a day, 7 days a week.

**QUALIFICATIONS REQUIRED:**

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

(1) Completion of Secondary School (Mathayom 6);

- (2) One year experience in warehouse clerk, inventory management;
- (3) Level II (Limited Knowledge) speaking/reading/writing in Thai and English (Michigan Test is required prior enter on duty);
- (4) Must possess a valid Thai driver's license for passenger vehicle and be familiar with the Bangkok road system, outlying areas to include consulate in Chiang Mai; selected individual will be required to obtain a forklift and heavy truck license within one year;
- (5) Ability to operate various types of motor vehicles (sedans, trucks, vans, motorcycles, forklifts);
- (6) Ability to operate various hand tools, power equipment, instruments and computer.

**PLEASE ATTACH A COPY OF TRANSCRIPT AND 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 Thai Driver's License are required to be submitted with the application package.
- (4) If short-listed for an interview, a valid TOEIC score is required prior to interview. 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) 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

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

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**CLOSING DATE FOR THE POSITION: October 18, 2012**

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**FSN# 2012/94 (T)**  
**Administrative Assistant**

**OPEN TO:** All Interested Candidates

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

**OPENING DATE:** October 5, 2012

**CLOSING DATE:** October 18, 2012

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

**SALARY:**

Not Ordinarily Resident (NOR): FP-6

Ordinarily Resident (OR): FSN-8, THB 574,907 per annum (minimum 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 Administrative Assistant in the Department of Entomology, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6 Rajvithi Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Serve as an Executive Assistant to the Chief, Department of Entomology, oversee/execute all budget matters (i.e. budget planning and monitoring), accounting contracts and collaborative agreements. Duties also included serve as the administrative liaison between the Chief, Department of Entomology and The Department's employee, field activities and collaborators/visitors.

**QUALIFICATIONS REQUIRED:**

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

- (1) Master Degree in Business Administration or Resource Management;
- (2) One year of experience in managing an organization's (e.g. NGO) finances;
- (3) Experience in human resource management, computer software and project management;
- (3) Level IV (Fluent) speaking, reading, writing and understanding of English and Thai (TOEIC score at **855** or higher). The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date;

(5) Must understand contracts, cooperative agreements and international agreement as well as organizational budgetary process.

**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 interview, a valid TOEIC score is required prior to interview. 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) 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

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

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

**CLOSING DATE FOR THE POSITION: October 18, 2012**

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**FSN# 2012/94**

**Administrative Assistant**

**OPEN TO:** All Interested Candidates

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

**OPENING DATE:** October 5, 2012

**CLOSING DATE:** October 18, 2012

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

**SALARY:**

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

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

**ALL 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 Administrative Assistant in the Department of Entomology, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6 Rajvithi Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Serve as an Executive Assistant to the Chief, Department of Entomology, oversee/execute all budget matters (i.e. budget planning and monitoring), accounting contracts and collaborative agreements. Duties also included serve as the administrative liaison between the Chief, Department of Entomology and The Department's employee, field activities and collaborators/visitors.

**QUALIFICATIONS REQUIRED:**

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

(1) Master Degree in Business Administration or Resource Management;

(2) Two years of experience in managing an organization's (e.g. NGO) finances;

(3) Experience in human resource management, computer software and project management;

(3) Level IV (Fluent) speaking, reading, writing and understanding of English and Thai (TOEIC score at **855** or higher). The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date;

(5) Must understand contracts, cooperative agreements, and international agreement as well as organizational budgetary process.

**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 interview, a valid TOEIC score is required prior to interview. 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) 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

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

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

**CLOSING DATE FOR THE POSITION: October 18, 2012**



**FSN# 2012/104**  
**Administrative Clerk**

**OPEN TO:** All Interested Candidates

**POSITION:** Administrative Clerk, FSN-6; FP-8

**OPENING DATE:** September 28, 2012

**CLOSING DATE:** October 25, 2012

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

**SALARY:**

Not Ordinarily Resident (NOR): FP-8

Ordinarily Resident (OR): FSN-6, THB 362,706 per annum (minimum 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 Administrative Clerk in the International Law Enforcement Academy (ILEA) Office, located on the Vibhavadee Rangsit Road, Talad Bangkhen, Laksi, Bangkok.

**BASIC FUNCTION OF POSITION:**

Provide a variety of training support assistance to the Executive Deputy Director, serve as training coordinator ILEA training programs, and coordinate and/or accomplish all pre and post program logistical arrangement concerning ILEA student enrollment, ILEA notifications, Intra-agency requests for assistance, support, and training and student confirmations.

**QUALIFICATIONS REQUIRED:**

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

- (1) Completion of Associate's Degree (2 years of college);
- (2) Two-year experience in administrative/clerical work, general office management;
- (3) Level IV (Fluent) speaking, reading, writing and understanding of Thai and Level III (Good Working knowledge) speaking, reading, writing and understanding of English (TOEIC score at **600** or higher). The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date;
- (4) Knowledge in use of computer and up to date software, as well as audio visual 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.

## **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 interview, a valid TOEIC score is required prior to interview. 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) 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

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

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

**CLOSING DATE FOR THE POSITION: October 25, 2012**



**FSN# 2012/105**  
**Data Manager**

**OPEN TO:** All Interested Candidates

**POSITION:** Data Manager, FSN-7; FP-7

**OPENING DATE:** October 5, 2012

**CLOSING DATE:** October 18, 2012

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

**SALARY:**

Not Ordinarily Resident (NOR): FP-7

Ordinarily Resident (OR): FSN-7, THB 480,033 per annum (minimum 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 Data Manager in the U.S. Centers for Disease Control and Prevention/Influenza Program (CDC/FLU) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

**BASIC FUNCTION OF POSITION:**

Serve as a database manager/programmer within the information technology unit providing support for the Influenza Program, and provide full data management of data entry and collection activities occurring in the field and programming support for research, programmatic, laboratory, technical and administrative activities.

**QUALIFICATIONS REQUIRED:**

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

- (1) At least two years of full-time post secondary study at college or university;
- (2) One year of experience in data manager/programmer including data entry and/or data collection in the field;
- (3) Must have demonstrated work experience in the use of two or more computer software program tools for databases and programming from the following list: MS-Access, MS SQL Server, Epi-info, Visual Basic, VBScript, QDS, SAS, SPSS, InfoPath, or Visual C++;

(4) Level III (Good Working Knowledge) speaking/reading/writing Thai and English (TOEIC score at **600** or higher). The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date.

**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 interview, a valid TOEIC score is required prior to interview. 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) 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

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

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

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

**CLOSING DATE FOR THE POSITION: October 18, 2012**

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**FSN# 2012/106 (T)**  
**Supply Supervisor/Procurement Agent**

**OPEN TO:** All Interested Candidates

**POSITION:** Supply Supervisor/Procurement Agent, FSN-7; FP-7 (Trainee)

**OPENING DATE:** October 5, 2012

**CLOSING DATE:** October 18, 2012

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

**SALARY:**

Not Ordinarily Resident (NOR): FP-7

Ordinarily Resident (OR): FSN-7, THB 480,033 per annum (minimum 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 Supply Supervisor/Procurement Agent in the Joint US Military Advisory Group Thailand (JUSMAGTHAI) Office, located on the 7 Sathorn-tai Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Incumbent is the Supply Supervisor and assists the Supply Operations Program Manager in the supervision of the daily operations of the Supply Operations Branch. The incumbent is responsible for supply procurement of standard and non-standard stock items that are procured locally and internationally through the Department of Defense Supply System or through the commercial market. The incumbent is also responsible for stock control, property accountability, motor pool operations, and theater operations.

**QUALIFICATIONS REQUIRED:**

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

- (1) Bachelor's degree in Accounting, International Business, Social Science or related field;
- (2) Three-year experience in purchasing and supply operations;
- (3) Level III (Good Working Knowledge) speaking, reading, writing and understanding of Thai and English (TOEIC score at **600** or higher). The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date;

(4) General Knowledge of personal computers and inherent associated software such as word processing, spreadsheets, e-mail, and using the Internet;

(5) Must be proficient in Mathematics and able to type 40 WPM.

### **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 interview, a valid TOEIC score is required prior to interview. 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) 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

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

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

**CLOSING DATE FOR THE POSITION: October 18, 2012**



**FSN# 2012/106**

**Supply Supervisor/Procurement Agent**

**OPEN TO:** All Interested Candidates

**POSITION:** Supply Supervisor/Procurement Agent, FSN-8; FP-6

**OPENING DATE:** October 5, 2012

**CLOSING DATE:** October 18, 2012

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

**SALARY:**

Not Ordinarily Resident (NOR): FP-6

Ordinarily Resident (OR): FSN-8, THB 574,907 per annum (minimum 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 Supply Supervisor/Procurement Agent in the Joint US Military Advisory Group Thailand (JUSMAGTHAI) Office, located on the 7 Sathorn- tai Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Incumbent is the Supply Supervisor and assists the Supply Operations Program Manager in the supervision of the daily operations of the Supply Operations Branch. The incumbent is responsible for supply procurement of standard and non-standard stock items that are procured locally and internationally through the Department of Defense Supply System or through the commercial market. The incumbent is also responsible for stock control, property accountability, motor pool operations, and theater operations.

**QUALIFICATIONS REQUIRED:**

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

- (1) Bachelor's degree in Accounting, International Business, Social Science or related field;
- (2) Three-year experience in purchasing and supply operations with additional of one year experience in supervisory;
- (3) Level III (Good Working Knowledge) speaking, reading, writing and understanding of Thai and English (TOEIC score at **600** or higher). The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date;

- (4) General Knowledge of personal computers and inherent associated software such as word processing, spreadsheets, e-mail, and using the Internet;
- (5) Must be proficient in Mathematics and able to type 40 WPM.

### **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 interview, a valid TOEIC score is required prior to interview. 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) 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

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

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

**CLOSING DATE FOR THE POSITION: October 18, 2012**



**FSN# 2012/109 (T)**  
**Visa Clerk**

**OPEN TO:** All Interested Candidates

**POSITION:** Visa Clerk, FSN-5; FP-9 (Trainee)

**OPENING DATE:** October 5, 2012

**CLOSING DATE:** October 18, 2012

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

**SALARY:**

Not Ordinarily Resident (NOR): FP-9

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

**ALL 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 Visa Clerk in the Consular Section (CONS), located on Wireless Road in Bangkok.

**BASIC FUNCTION OF POSITION:**

Perform the full range of tasks required for the processing of nonimmigrant visa applications as follows: employ effective customer service skills in interactions with the public and representatives of government entities, assist in the management of applicant flow, verify information on electronic application and presented documents, prescreen applicants, identify unusual or conflicting information for interviewing officers, collect biometric data from applicants, manage flow of application packages, print visas, quality control check printed visas, scan documents into case records, maintain visa accountability records, file documents, translate for officers as needed, and participate with officers in visa outreach activities.

**QUALIFICATIONS REQUIRED:**

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

- (1) Completion of college studies;
- (2) One year of office or similar experience in data management, records, and application of regulatory material or customer service;
- (3) Level IV (Fluent) speaking, reading, writing and understanding of Thai and Level III (Good working knowledge) speaking, reading, writing and understanding of English (TOEIC score at

600 or higher). The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date;

(4) Must complete or demonstrate ability to complete the Foreign Service Institute consular correspondence courses before being eligible for the full performance level;

(5) Must have good typing skills and basic skill in the operation of office machinery.

### **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 interview, a valid TOEIC score is required prior to interview. 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) 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

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

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

**CLOSING DATE FOR THE POSITION: October 18, 2012**



**FSN# 2012/109**

**Visa Clerk**

**OPEN TO:** All Interested Candidates

**POSITION:** Visa Clerk, FSN-6; FP-8

**OPENING DATE:** October 5, 2012

**CLOSING DATE:** October 18, 2012

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

**SALARY:**

Not Ordinarily Resident (NOR): FP-8

Ordinarily Resident (OR): FSN-6, THB 362,706 per annum (minimum 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 Visa Clerk in the Consular Section (CONS), located on Wireless Road in Bangkok.

**BASIC FUNCTION OF POSITION:**

Perform the full range of tasks required for the processing of nonimmigrant visa applications as follows: employ effective customer service skills in interactions with the public and representatives of government entities, assist in the management of applicant flow, verify information on electronic application and presented documents, prescreen applicants, identify unusual or conflicting information for interviewing officers, collect biometric data from applicants, manage flow of application packages, print visas, quality control check printed visas, scan documents into case records, maintain visa accountability records, file documents, translate for officers as needed, and participate with officers in visa outreach activities.

**QUALIFICATIONS REQUIRED:**

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

- (1) Completion of college studies;
- (2) One year of office or similar experience in data management, records, and application of regulatory material or customer service with one year additional experience in visa operations;
- (3) Level IV (Fluent) speaking, reading, writing and understanding of Thai and Level III (Good working knowledge) speaking, reading, writing and understanding of English (TOEIC score at

600 or higher). The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date;

(4) Must have successfully completed the Foreign Service Institute consular correspondence courses;

(5) Must have good typing skills and basic skill in the operation of office machinery.

### **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 interview, a valid TOEIC score is required prior to interview. 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) 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

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

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

**CLOSING DATE FOR THE POSITION: October 18, 2012**



**Employment Opportunities (USAID) Thai Citizens**

**IN ADDITION TO THE ELIGIBILITY AND QUALIFICATION REQUIREMENTS FOR EACH POSITION IN THIS SECTION, THE FOLLOWING ARE ALSO SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

**TO APPLY:**

Interested candidates must submit the following or the application will not be considered:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174):  
[Job Opportunities - U.S. Embassy Bangkok, Thailand](#)
2. Thai candidates applying for jobs at the U.S. Mission to Thailand **are required** to include a copy of their valid official Test of English for International Communication (TOEIC) scores (standard listening and reading test) with their application.
3. Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position.

The U.S. Mission in Bangkok provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief



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

**OPEN TO:** All Interested Candidates (Thai Citizens)

**POSITION:** A.I.D. Project Management Specialist (Malaria), FSN-11 (Trainee)

**OPENING DATE:** March 16, 2012

**CLOSING DATE:** Until Filled

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

**SALARY:** Ordinarily Resident (OR): FSN-11, THB 1,179,069 per annum (minimum starting salary)

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

The U.S. Embassy in Bangkok is seeking an individual for the position of A.I.D. Project Management Specialist (Malaria) in the U.S. Agency for International Development (USAID)/ Office of Public Health (OPH), located at Athenee Tower, Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Serves as Malaria Specialist supports the President's Malaria Initiative (PMI) program in planning, management, implementation, policy and monitoring and evaluation. S/he provides technical guidance and leadership in collaborating with the USG team and technical working groups. S/he also serves as a Contracting Officer's Technical Representative (COTR) and Agreement Officer's Technical Representative (AOTR) for several malaria programs, and provides management and technical guidance to implementing partners. S/he assists in developing a monitoring and evaluation plan for PMI activities by reviewing partner's quarterly reports, tracking partner performance data, conducting site visits, and monitoring activities undertaken by implementing partners.

**QUALIFICATIONS REQUIRED:**

(1) Master's degree with a specialization in one of the following areas and knowledge of the others: Medicine, Public Health, Epidemiology, Social Sciences, Veterinary Sciences, Entomology, or Microbiology with familiarity in technical aspects of infectious diseases including Malaria;

(2) A minimum of nine (9) years of professional experience managing and implementing public health program in developing countries with at least five years' experience in infectious diseases. The incumbent will also have experience in working with and advising senior officials, and managing programs without direct, on-site supervision;

- (3) Level IV (Fluent) speaking/reading/writing in English and Thai (**must** provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);
- (4) Must have comprehensive knowledge of the concepts, principles, techniques and practices of infectious disease issues and the strategies most effective for implementing these interventions;
- (5) Must have practical knowledge of health services and the international/national/local infectious diseases response;
- (6) Able to plan, develop, manage and evaluate important and complex programs.

**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 interview, a valid TOEIC score is required prior to interview. The TOEIC must be taken within two years of the application submission date to be considered "VALID".
- (5) 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. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

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

**\*\* We will only accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo in an application**

form (DS-174) or resume that provided the same information found on the DS-174. If your photo is attached, your application will not be considered.\*\*

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

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**FSN# 2012/01**

**A.I.D. Project Management Specialist (Malaria)**

**OPEN TO:** All Interested Candidates (Thai Citizens)

**POSITION:** A.I.D. Project Management Specialist (Malaria), FSN-12

**OPENING DATE:** March 16, 2012

**CLOSING DATE:** Until Filled

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

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

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

The U.S. Embassy in Bangkok is seeking an individual for the position of A.I.D. Project Management Specialist (Malaria) in the U.S. Agency for International Development (USAID)/ Office of Public Health (OPH), located at Athenee Tower, Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Serves as Malaria Specialist supports the President's Malaria Initiative (PMI) program in planning, management, implementation, policy and monitoring and evaluation. S/he provides technical guidance and leadership in collaborating with the USG team and technical working groups. S/he also serves as a Contracting Officer's Technical Representative (COTR) and Agreement Officer's Technical Representative (AOTR) for several malaria programs, and provides management and technical guidance to implementing partners. S/he assists in developing a monitoring and evaluation plan for PMI activities by reviewing partner's quarterly reports, tracking partner performance data, conducting site visits, and monitoring activities undertaken by implementing partners.

**QUALIFICATIONS REQUIRED:**

(1) Master's degree with a specialization in one of the following areas and knowledge of the others: Medicine, Public Health, Epidemiology, Social Sciences, Veterinary Sciences, Entomology, or Microbiology with familiarity in technical aspects of infectious diseases including Malaria;

(2) A minimum of ten (10) years of professional experience managing and implementing public health program in developing countries with at least five years' experience in infectious diseases. The incumbent will also have experience in working with and advising senior officials, and managing programs without direct, on-site supervision;

(3) Level IV (Fluent) speaking/reading/writing in English and Thai (**must** provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);

- (4) Must have comprehensive knowledge of the concepts, principles, techniques and practices of infectious disease issues and the strategies most effective for implementing these interventions;
- (5) Must have practical knowledge of health services and the international/national/local infectious diseases response;
- (6) Able to plan, develop, manage and evaluate important and complex programs.

**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 interview, a valid TOEIC score is required prior to interview. The TOEIC must be taken within two years of the application submission date to be considered "VALID".
- (5) 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. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

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

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

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



**FSN# 2012/46 (T10)**  
**Development Assistance Specialist (M&E)**

**OPEN TO:** All Interested Candidates (Thai Citizens)

**POSITION:** Development Assistance Specialist (M&E), **FSN-10** (Trainee)

**OPENING DATE:** October 12, 2012

**CLOSING DATE:** November 1, 2012

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

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

The U.S. Embassy in Bangkok is seeking an individual for the position of Development Assistance Specialist (M&E) in the U.S. Agency for International Development/ Regional Development Mission for Asia (USAID/RDMA) Program Development Office (PDO), located at Athenee Tower, Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Serves as the Asia Regional Monitoring and Evaluation Officer and a senior Program Officer. S/he is the principal advisor on designing and implementing monitoring and evaluation (M&E) plans for RDMA technical offices, leads RDMA innovations and provides leadership, guidance, and support in M&E for USAID missions throughout Asia. The job holder also serves as principal advisor on implementing the U.S. Foreign Assistance Reforms and Automated Directives System (ADS) guidance in the area of strategy formulation, activity design, and performance monitoring and evaluation and as PDO facilitator on designated regional technical and country teams.

**QUALIFICATIONS REQUIRED:**

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

- (1) Master's degree or its equivalent in post-graduate studies in social science, political science, sociology, economics, or in another field relevant to development studies, program evaluation, research and international programs; with a record of independent analytical work from either primary or secondary sources;
- (2) At least five years of progressively responsible professional experience in the design, negotiation, management and implementation of development activities, with a focus on program monitoring and evaluation, or donor-assisted and with additional two years of managerial experience in project management;
- (3) Level IV (Fluent) speaking/reading/writing in English and Thai;

- (4) Must have thorough knowledge of the principles and best practices for monitoring, implementation modalities, impact assessment and evaluation of development projects and programs;
- (5) Must have comprehensive knowledge of operations, regulations, procedures and documents relating to strategic and program planning, activity design, impact assessment and monitoring & evaluation;
- (6) Able to plan, develop, manage and evaluate important and complex programs.

**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 interview, a valid TOEIC score is required prior to interview. The TOEIC must be taken within two years of the application submission date to be considered "VALID".
- (5) 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. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

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

\*\* We will **only** accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo in an application

form (DS-174) or resume that provided the same information found on the DS-174. If your photo is attached, your application will not be considered.\*\*

**CLOSING DATE FOR THE POSITION: November 1, 2012**

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**FSN# 2012/46 (T11)**  
**Development Assistance Specialist (M&E)**

**OPEN TO:** All Interested Candidates (Thai Citizens)

**POSITION:** Development Assistance Specialist (M&E), **FSN-11** (Trainee)

**OPENING DATE:** October 12, 2012

**CLOSING DATE:** November 1, 2012

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

**SALARY:** Ordinarily Resident (OR): FSN-11, THB 1,179,069 per annum (minimum starting salary)

The U.S. Embassy in Bangkok is seeking an individual for the position of Development Assistance Specialist (M&E) in the U.S. Agency for International Development/ Regional Development Mission for Asia (USAID/RDMA) Program Development Office (PDO), located at Athenee Tower, Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Serves as the Asia Regional Monitoring and Evaluation Officer and a senior Program Officer. S/he is the principal advisor on designing and implementing monitoring and evaluation (M&E) plans for RDMA technical offices, leads RDMA innovations and provides leadership, guidance, and support in M&E for USAID missions throughout Asia. The job holder also serves as principal advisor on implementing the U.S. Foreign Assistance Reforms and Automated Directives System (ADS) guidance in the area of strategy formulation, activity design, and performance monitoring and evaluation and as PDO facilitator on designated regional technical and country teams.

**QUALIFICATIONS REQUIRED:**

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

- (1) Master's degree or its equivalent in post-graduate studies in social science, political science, sociology, economics, or in another field relevant to development studies, program evaluation, research and international programs; with a record of independent analytical work from either primary or secondary sources;
- (2) At least six years of progressively responsible professional experience in the design, negotiation, management and implementation of development activities, with a focus on program monitoring and evaluation, or donor-assisted and with additional two years of managerial experience in project management;
- (3) Level IV (Fluent) speaking/reading/writing in English and Thai;

- (4) Must have thorough knowledge of the principles and best practices for monitoring, implementation modalities, impact assessment and evaluation of development projects and programs;
- (5) Must have comprehensive knowledge of operations, regulations, procedures and documents relating to strategic and program planning, activity design, impact assessment and monitoring & evaluation;
- (6) Able to plan, develop, manage and evaluate important and complex programs.

**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 interview, a valid TOEIC score is required prior to interview. The TOEIC must be taken within two years of the application submission date to be considered “VALID”.
- (5) 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. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

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

\*The position is being re-advertised. Candidate who has applied in the first round does not need to submit an application. Only shortlisted candidates will be notified. All applicants that are

selected as finalists will be asked to arrange their own time and at their own expense to take the TOEIC test and submit the valid TOEIC score of 855 or higher before the final interview.\*

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**CLOSING DATE FOR THE POSITION: November 1, 2012**



**FSN# 2012/46**

**Development Assistance Specialist (M&E)**

**OPEN TO:** All Interested Candidates (Thai Citizens)

**POSITION:** Development Assistance Specialist (M&E), FSN-12

**OPENING DATE:** October 12, 2012

**CLOSING DATE:** November 1, 2012

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

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

The U.S. Embassy in Bangkok is seeking an individual for the position of Development Assistance Specialist (M&E) in the U.S. Agency for International Development/ Regional Development Mission for Asia (USAID/RDMA) Program Development Office (PDO), located at Athenee Tower, Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Serves as the Asia Regional Monitoring and Evaluation Officer and a senior Program Officer. S/he is the principal advisor on designing and implementing monitoring and evaluation (M&E) plans for RDMA technical offices, leads RDMA innovations and provides leadership, guidance, and support in M&E for USAID missions throughout Asia. The job holder also serves as principal advisor on implementing the U.S. Foreign Assistance Reforms and Automated Directives System (ADS) guidance in the area of strategy formulation, activity design, and performance monitoring and evaluation and as PDO facilitator on designated regional technical and country teams.

**QUALIFICATIONS REQUIRED:**

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

- (1) Master's degree or its equivalent in post-graduate studies in social science, political science, sociology, economics, or in another field relevant to development studies, program evaluation, research and international programs; with a record of independent analytical work from either primary or secondary sources;
- (2) At least seven years of progressively responsible professional experience in the design, negotiation, management and implementation of development activities, with a focus on program monitoring and evaluation, or donor-assisted and with additional two years of managerial experience in project management;
- (3) Level IV (Fluent) speaking/reading/writing in English and Thai;

- (4) Must have thorough knowledge of the principles and best practices for monitoring, implementation modalities, impact assessment and evaluation of development projects and programs;
- (5) Must have comprehensive knowledge of operations, regulations, procedures and documents relating to strategic and program planning, activity design, impact assessment and monitoring & evaluation;
- (6) Able to plan, develop, manage and evaluate important and complex programs.

**ADDITIONAL SELECTION CRITERIA:**

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- (3) A copy of Transcript is required to be submitted with the application package.
- (4) If short-listed for an interview, a valid TOEIC score is required prior to interview. The TOEIC must be taken within two years of the application submission date to be considered "VALID".
- (5) 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:

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- (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. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION BY EMAIL TO:**

Regional Human Resources Office

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

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selected as finalists will be asked to arrange their own time and at their own expense to take the TOEIC test and submit the valid TOEIC score of 855 or higher before the final interview.\*

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**CLOSING DATE FOR THE POSITION: November 1, 2012**

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