

## Supervisory Disbursing Specialist (T)

### Supervisory Disbursing Specialist

### HR Specialist (T)

### HR Specialist

### Realty Administrative Assistant

FSN#2011/112 (T)

### Supervisory Disbursing Specialist

**OPEN TO:** All interested candidates

**POSITION:** Supervisory Disbursing Specialist, FSN-11; FP-4, Trainee

**OPENING DATE:** September 30, 2011

**CLOSING DATE:** October 20, 2011

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

**SALARY:** Not Ordinarily Resident (NOR): US\$ 53,003 per annum (minimum starting salary)  
(Position Grade: FP-4 to be confirmed by Washington)

Ordinarily Resident (OR): Thai Baht 1,179,069 per annum (minimum starting salary)  
(Position Grade: FSN-11)

The U.S. Embassy in Bangkok is seeking an individual for the position of Supervisory Disbursing Specialist in its Disbursing division, Global Financial Service Center (GFS) office located at 95 Wireless Road, Bangkok.

#### **BASIC FUNCTION OF POSITION:**

Serve as the senior Disbursing Specialist, providing managerial oversight responsibility for Disbursing operations of 60 posts served by GFSC which include cashier monitoring, bank reconciliation, disbursing and collections and foreign currency purchasing. Provide analyses and advice concerning all matters of operational oversight, interdivision coordination, and maintaining the efficient and effective workflow. Perform the full range of supervisory duties for all division staff and also respond to complex technical inquiries from USDO, A/USDO, Director, FMOs and Management Officers from the entire serviced regions.

#### **QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible

Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Bachelor’s degree in Accounting, Finance, Business Administration, or related field; (2) Seven years of progressively responsible experience in accounting or financial field, of which at least one year of experience working at a senior level of responsibility in private, public or US government accounting or finance (3) Level IV (Fluent) speaking/reading/writing English and Thai; (4) Must have an in-depth and expert level of knowledge and understanding of general accounting principles and/or international banking regulations as well as, cash management, account payable, disbursing operations and audit or internal controls; (5) Must possess a very high level of analytical skill, identify probable causes, and determine appropriate corrective action; (6) Must possess interpersonal and communication skills.

**SELECTION PROCESS:**

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

**SALARY RANGE:**

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

**SUBMIT APPLICATION TO:**

Regional Human Resources Office  
Attention: Recruitment  
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand  
E-mail: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov)  
Fax: 02-205-4928

**PLEASE ATTACH A COPY OF TRANSCRIPT**

**\*\*PLEASE DO NOT ATTACH PHOTO, IF YOUR PHOTO IS ATTACHED, YOUR APPLICATION WILL NOT BE CONSIDERED\*\***

**CLOSING DATE FOR THE POSITION: OCTOBER 20, 2011**



FSN#2011/112

**Supervisory Disbursing Specialist**

**OPEN TO:** All interested candidates

**POSITION:** Supervisory Disbursing Specialist, FSN-12; FP-3

**OPENING DATE:** September 30, 2011

**CLOSING DATE:** October 20, 2011

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

**SALARY:** Not Ordinarily Resident (NOR): US\$ 65,413 per annum (minimum starting salary)  
(Position Grade: FP-3 to be confirmed by Washington)

Ordinarily Resident (OR): Thai Baht 1,439,657 per annum (minimum starting salary)  
(Position Grade: FSN-12)

The U.S. Embassy in Bangkok is seeking an individual for the position of Supervisory Disbursing Specialist in its Disbursing division, Global Financial Service Center (GFS) office located at 95 Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Serve as the senior Disbursing Specialist, providing managerial oversight responsibility for Disbursing operations of 60 posts served by GFSC which include cashier monitoring, bank reconciliation, disbursing and collections and foreign currency purchasing. Provide analyses and advice concerning all matters of operational oversight, interdivision coordination, and maintaining the efficient and effective workflow. Perform the full range of supervisory duties for all division staff and also respond to complex technical inquiries from USDO, A/USDO, Director, FMOs and Management Officers from the entire serviced regions.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Bachelor’s degree in Accounting, Finance, Business Administration, or related field; (2) Eight years of progressively responsible experience in accounting or financial field, of which at least two years of experience working at a senior level of responsibility in private, public or US government accounting or finance (3) Level IV (Fluent) speaking/reading/writing English and Thai; (4) Must have an in-depth and expert level of knowledge and understanding of general accounting principles and/or international banking regulations as well as, cash management, account payable, disbursing operations and audit or internal controls; (5) Must possess a very high level of analytical skill, identify probable causes, and determine appropriate corrective action; (6) Must possess interpersonal and communication skills.

**SELECTION PROCESS:**

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

**SALARY RANGE:**

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

**SUBMIT APPLICATION TO:**

Regional Human Resources Office  
Attention: Recruitment  
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand  
E-mail: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov)  
Fax: 02-205-4928

**PLEASE ATTACH A COPY OF TRANSCRIPT**

**\*\*PLEASE DO NOT ATTACH PHOTO, IF YOUR PHOTO IS ATTACHED, YOUR APPLICATION WILL NOT BE CONSIDERED\*\***

**CLOSING DATE FOR THE POSITION: OCTOBER 20, 2011**



FSN#2011/116 (T)

**HR Specialist**

**OPEN TO:** All Interested Candidates

**POSITION:** HR Specialist, FSN-9; FP-5 (Steps 1 through 4) (Trainee)

**OPENING DATE:** October 7, 2011

**CLOSING DATE:** October 20, 2011

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

**SALARY:** Not Ordinarily Resident (NOR): FP-5 (Steps 1 through 4)  
Ordinarily Resident (OR): FSN-9

The U.S. Embassy in Bangkok is seeking an individual for the position of HR Specialist in its Regional Human Resources Office located at 120-122 Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Serves as Human Resources (HR) Specialist assisting Regional HR Specialist, Supervisory HR Officer and two Regional HR Officers in the administration of the Locally Employed (LE) Staff Human Resources program for State and other US Government agencies in Thailand including the Consulate in Chiang Mai. Supports approximately 1,000 LE Staff, as well as LE Staff at three regional posts. Directly supervises three to five HR Assistants who administer all HR functions for LE Staff from recruitment to retirement, including data entry and verification of information, personnel actions and personnel management. Oversees the recruitment function for LE Staff, Official Residence Expense (ORE) and Mission Incentive Awards Programs. Directly assigned to provide full HR support to one regional Post (Dili, Timor-Leste) and travel to the assigned Post at least twice yearly.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Bachelor’s degree in Human Resources Management, Business Administration, Psychology, Communication or related field; (2) Three years of progressively responsible experience in personnel management and/or administration with at least one year administering an HR program in a large organization; (3) Level IV (Fluency) in speaking/ reading/writing in English and Thai; (4) Thorough knowledge of Thai Labor Laws and labor market, (5) Must be able to provide comprehensive management advisory and professional services on all HR related issues regarding the LE staff program; (6) Good working knowledge of Microsoft Office software.

**SELECTION PROCESS:**

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

**SUBMIT APPLICATION TO:**

Regional Human Resources Office  
Attention: Recruitment  
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand  
E-mail: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov)  
Fax: 02-205-4928

**\*\*PLEASE DO NOT ATTACH PHOTO, IF YOUR PHOTO IS ATTACHED, YOUR APPLICATION WILL NOT BE CONSIDERED\*\***

**CLOSING DATE FOR THE POSITION: OCTOBER 20, 2011**



FSN#2011/116  
**HR Specialist**

**OPEN TO:** All Interested Candidates

**POSITION:** HR Specialist, FSN-10; FP-5 (Steps 5 through 14)

**OPENING DATE:** October 7, 2011

**CLOSING DATE:** October 20, 2011

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

**SALARY:** Not Ordinarily Resident (NOR): FP-5 (Steps 5 through 14)

Ordinarily Resident (OR): FSN-10

The U.S. Embassy in Bangkok is seeking an individual for the position of HR Specialist in its Regional Human Resources Office located at 120-122 Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Serves as Human Resources (HR) Specialist assisting Regional HR Specialist, Supervisory HR Officer and two Regional HR Officers in the administration of the Locally Employed (LE) Staff Human Resources program for State and other US Government agencies in Thailand including the Consulate in Chiang Mai. Supports approximately 1,000 LE Staff, as well as LE Staff at three regional posts. Directly supervises three to five HR Assistants who administer all HR functions for LE Staff from recruitment to retirement, including data entry and verification of information, personnel actions and personnel management. Oversees the recruitment function for LE Staff, Official Residence Expense (ORE) and Mission Incentive Awards Programs. Directly assigned to provide full HR support to one regional Post (Dili, Timor-Leste) and travel to the assigned Post at least twice yearly.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Bachelor’s degree in Human Resources Management, Business Administration, Psychology, Communication or related field; (2) Three years of progressively responsible experience in personnel management and/or administration with at least one year administering an HR program in a large organization; (3) Level IV (Fluency) in speaking/ reading/writing in English and Thai; (4) Thorough knowledge of 3 Foreign Affairs Manual (FAM) & Foreign Affairs Handbook (FAH), Employee Handbook, CAJE regulations, Performance Management Guidelines, Post Management Instructions and Staff Notices related to LE staff Personnel Administration and RHR Standard Operating Procedures (SOP), as well as Thai Labor Laws and labor market, (5) Must be able to provide comprehensive management advisory and professional services on all HR related issues regarding the LE staff program. (6) Good working knowledge of Microsoft Office software.

**SELECTION PROCESS:**

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

**SUBMIT APPLICATION TO:**

Regional Human Resources Office  
Attention: Recruitment  
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand  
E-mail: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov)  
Fax: 02-205-4928

**\*\*PLEASE DO NOT ATTACH PHOTO, IF YOUR PHOTO IS ATTACHED, YOUR APPLICATION WILL NOT BE CONSIDERED\*\***

**CLOSING DATE FOR THE POSITION: OCTOBER 20, 2011**



FSN#2011/117

**Realty Administrative Assistant**

**OPEN TO:** All Interested candidates

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

**OPENING DATE:** October 14, 2011

**CLOSING DATE:** October 27, 2011

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

**SALARY:** Not Ordinarily Resident (NOR): FP-7  
Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Realty Administrative Assistant in its General Services Office/Housing (GSO/HS) located at GPF Witthayu, Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

The incumbent has the primary responsibility for managing the GSO Housing check-in/check-out process for all Embassy employees arriving or departing Bangkok; schedules and conducts exit inspections for some 420 residences when employees are preparing to depart; assists new employees and sponsors with residential keys, housing questions, and provides housing resource information; tracks and be accountable for residential keys sets to employees, the GSO Housing office, and the KeyWatcher system.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Completion of High Vocational Degree in Business Administration; (2) Three years of experience in real estate management experience or housing matters; (3) Level IV (Fluent) in speaking/ reading/writing in English and Thai; (4) Must be able to negotiate effectively and have good customer service skills when dealing with others, specifically with landlords, vendors, contractors, and with Americans; (5) Good working knowledge of Microsoft Office software.

**SELECTION PROCESS:**

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

**SUBMIT APPLICATION TO:**

Regional Human Resources Office  
Attention: Recruitment  
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand  
E-mail: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov)  
Fax: 02-205-4928

**\*\*PLEASE DO NOT ATTACH PHOTO, IF YOUR PHOTO IS ATTACHED, YOUR APPLICATION WILL NOT BE CONSIDERED\*\***

**CLOSING DATE FOR THE POSITION: OCTOBER 27, 2011**

