

**Vacancy Announcement No. / Position Title**

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

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

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

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

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

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

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

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

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

**[FSN# 2014/103 / Furniture Repairman](#)**

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**[FSN# 2014/114 \(T\) / Physician](#)**

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**[FSN# 2014/115 \(T\) / Project Management Specialist](#)**

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**[FSN# 2014/119 \(T\) / Pay Assistant](#)**

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**[FSN# 2014/120 \(T\) / Maintenance Man](#)**

**[FSN# 2014/120 / Maintenance Man](#)**

**[FSN# 2014/121 / Human Resources Assistant \(Talent Recruitment and Staffing\)](#)**

**[FSN# 2014/122 / Duplication Equipment Operator](#)**

**FSN# 2013/115 (T)**  
**Medical Equipment Technician**

**OPEN TO:** All Interested Candidates

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

**OPENING DATE:** December 27, 2013

**CLOSING DATE:** Until Filled

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

**SALARY:**

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

Not Ordinarily Resident (NOR): FP-8

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

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

**BASIC FUNCTIONS REQUIRED:**

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

**QUALIFICATIONS REQUIRED:**

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

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

**SELECTION PROCESS:**

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

**TO APPLY:**

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

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

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

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**FSN# 2013/115**  
**Medical Equipment Technician**

**OPEN TO:** All Interested Candidates

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

**OPENING DATE:** December 27, 2013

**CLOSING DATE:** Until Filled

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

**SALARY:**

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

Not Ordinarily Resident (NOR): FP-7

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

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

**BASIC FUNCTIONS REQUIRED:**

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

**QUALIFICATIONS REQUIRED:**

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

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

**SELECTION PROCESS:**

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

**TO APPLY:**

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

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

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

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**FSN# 2014/54 (T) (8 positions)**

**Voucher Examiner**

**OPEN TO:** All Interested Candidates

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

**OPENING DATE:** April 25, 2014

**CLOSING DATE:** Until Filled

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

**SALARY:**

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

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

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

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

**BASIC FUNCTIONS REQUIRED:**

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

**QUALIFICATIONS REQUIRED:**

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

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

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

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

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

**TO APPLY:**

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

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

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

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

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**FSN# 2014/54 (8 positions)**

**Voucher Examiner**

**OPEN TO:** All Interested Candidates

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

**OPENING DATE:** April 25, 2014

**CLOSING DATE:** Until Filled

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

**SALARY:**

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

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

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

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

**BASIC FUNCTIONS REQUIRED:**

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

**QUALIFICATIONS REQUIRED:**

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

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

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

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

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

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

### **SELECTION PROCESS:**

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

### **TO APPLY:**

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

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

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

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

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

**OPEN TO:** All Interested Candidates

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

**OPENING DATE:** May 30, 2014

**CLOSING DATE:** Until Filled

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

**SALARY:**

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

Not Ordinarily Resident (NOR): FP-CC

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

The U.S. Embassy in Bangkok is seeking an individual for the position of Chauffeur in its General Services Office/Motor Pool (GSO/MT), located at Rajdamri compound, American Embassy, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

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

**QUALIFICATIONS REQUIRED:**

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

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

**SELECTION PROCESS:**

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

**TO APPLY:**

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

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

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

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

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**FSN 2014/77 (2 positions)**

**Chauffeur**

**OPEN TO:** All Interested Candidates

**POSITION:** Chauffeur, FSN-3; FP-BB

**OPENING DATE:** May 30, 2014

**CLOSING DATE:** Until Filled

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

**SALARY:**

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

Not Ordinarily Resident (NOR): FP-BB

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

The U.S. Embassy in Bangkok is seeking an individual for the position of Chauffeur in its General Services Office/Motor Pool (GSO/MT), located at Rajdamri compound, American Embassy, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

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

**QUALIFICATIONS REQUIRED:**

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

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

**SELECTION PROCESS:**

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

**TO APPLY:**

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

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

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

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

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**FSN# 2014/87**

**Project Voucher Examiner**

**OPEN TO:** All Interested Candidates

**POSITION:** Project Voucher Examiner, FSN-8

**OPENING DATE:** August 29, 2014

**CLOSING DATE:** Until Filled

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

**LENGTH OF HIRE:** Temporary position – one year

**SALARY:**

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

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

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

**BASIC FUNCTIONS REQUIRED:**

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

**QUALIFICATIONS REQUIRED:**

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

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

**TO APPLY:**

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

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

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

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

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

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**FSN# 2014/88**

**Chauffeur**

**OPEN TO:** All Interested Candidates

**POSITION:** Chauffeur, FSN-3, FP-BB

**OPENING DATE:** August 29, 2014

**CLOSING DATE:** Until Filled

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

**SALARY:**

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

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

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

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

**BASIC FUNCTIONS REQUIRED:**

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

**QUALIFICATIONS REQUIRED:**

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

**SELECTION PROCESS:**

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

**TO APPLY:**

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

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

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

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

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

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**FSN# 2014/94 (T)**  
**Warehouse Clerk**

**OPEN TO:** All Interested Candidates

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

**OPENING DATE:** July 18, 2014

**CLOSING DATE:** Until filled

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

**SALARY:**

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

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

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

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

**BASIC FUNCTIONS REQUIRED:**

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

**QUALIFICATIONS REQUIRED:**

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

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

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

### **SELECTION PROCESS:**

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

### **TO APPLY:**

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

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

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

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

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**FSN# 2014/94**  
**Warehouse Clerk**

**OPEN TO:** All Interested Candidates

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

**OPENING DATE:** July 18, 2014

**CLOSING DATE:** Until filled

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

**SALARY:**

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

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

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

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

**BASIC FUNCTIONS REQUIRED:**

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

**QUALIFICATIONS REQUIRED:**

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

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

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

**SELECTION PROCESS:**

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

**TO APPLY:**

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

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

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

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

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**FSN#2014/103**  
**Furniture Repairman**

**OPEN TO:** All Interested Candidates

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

**OPENING DATE:** August 29, 2014

**CLOSING DATE:** Until Filled

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

**SALARY:**

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

Not Ordinarily Resident (NOR): FP-BB

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

The U.S. Embassy in Bangkok is seeking an individual for the position of Furniture Repairman in its General Services Office/ Warehouse (GSO/Warehouse), located at Rajdamri compound, American Embassy, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

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

**QUALIFICATIONS REQUIRED:**

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

**SELECTION PROCESS:**

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

**TO APPLY:**

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

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

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

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

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**FSN# 2014/108 (T)**

**Painter**

**OPEN TO:** All Interested Candidates

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

**OPENING DATE:** September 19, 2014

**CLOSING DATE:** Until filled

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

**SALARY:**

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

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

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

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

**BASIC FUNCTIONS REQUIRED:**

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

**QUALIFICATIONS REQUIRED:**

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

**SELECTION PROCESS:**

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

**TO APPLY:**

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

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

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

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**FSN# 2014/108**

**Painter**

**OPEN TO:** All Interested Candidates

**POSITION:** Painter, FSN-5, FP-9

**OPENING DATE:** September 19, 2014

**CLOSING DATE:** Until filled

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

**SALARY:**

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

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

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

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

**BASIC FUNCTIONS REQUIRED:**

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

**QUALIFICATIONS REQUIRED:**

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

**SELECTION PROCESS:**

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

**TO APPLY:**

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

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

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

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**FSN# 2014/109 (T)**  
**Engineering Assistant**

**OPEN TO:** All Interested Candidates

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

**OPENING DATE:** September 19, 2014

**CLOSING DATE:** Until Filled

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

**SALARY:**

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

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

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

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

**BASIC FUNCTIONS REQUIRED:**

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

**QUALIFICATIONS REQUIRED:**

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

**SELECTION PROCESS:**

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

**TO APPLY:**

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

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

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

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**FSN# 2014/109**  
**Engineering Assistant**

**OPEN TO:** All Interested Candidates

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

**OPENING DATE:** September 19, 2014

**CLOSING DATE:** Until Filled

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

**SALARY:**

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

Not Ordinarily Resident (NOR): FP-5 (Step 1 thru 4) (Position Grade to be confirmed by Washington)

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

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

**BASIC FUNCTIONS REQUIRED:**

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

**QUALIFICATIONS REQUIRED:**

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

**SELECTION PROCESS:**

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

**TO APPLY:**

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

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

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

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**FSN# 2014/114 (T)**  
**Physician**

**OPEN TO:** All Interested Candidates

**POSITION:** Physician, FSN-11, FP-4, Trainee

**OPENING DATE:** September 26, 2014

**CLOSING DATE:** Until Filled

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

**SALARY:**

Ordinarily Resident (OR): FSN-11 \$1,179,069 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-4 (Position Grade to be confirmed by Washington)

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

The U.S. Embassy in Bangkok is seeking an individual for the position of Physician in its Regional Medical Services Office, located at GPF Witthayu Tower, Wireless Road.

**BASIC FUNCTIONS REQUIRED:**

The incumbent is expected to provide primary outpatient medical care services to all eligible American Employees and family members. Emergency and occupational health services are to be afforded all employees of the American Embassy. Services will be provided through direct patient evaluation, examination and treatment. Prescriptions, when appropriate, are to be written or ordered and/or referrals to reputable and responsible specialists are to be made. The incumbent is expected to oversee referral and implementation of recommendations from consultants when appropriate. Duties also include responsibility for determining when hospitalization is appropriate for medical care, and arranging appropriate attending physicians and medical facilities where medical services can be provided.

**QUALIFICATIONS REQUIRED:**

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

- (1) Medical Degree, completion of an approved internship and residency, and a current valid medical license are essential. Current U.S. Specialty Board certification is required;
- (2) A formal U.S. internship and a minimum of two years of formal residency training or equivalent training as certified by M/MED are required. Prior practice in the U.S. and at least two years of progressive experience in internal medicine, family practice, emergency medicine, or OB/GYN are required;

- (3) Level IV (Fluent) speaking/reading/writing in English (must provide a copy of valid TOEIC score of at least 855 before the deadline; otherwise, application will not be considered);
- (4) Able to logically and objectively analyze patient problems, apply sound clinical judgment in assessing possible solutions is required;
- (5) Able to present medical findings in a clear and concise manner to medical and non-medical personnel;
- (6) Must have a customer-service orientation.

**SELECTION PROCESS:**

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

**TO APPLY:**

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

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

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

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

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**FSN# 2014/114**

**Physician**

**OPEN TO:** All Interested Candidates

**POSITION:** Physician, FSN-12, FP-3

**OPENING DATE:** September 26, 2014

**CLOSING DATE:** Until Filled

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

**SALARY:**

Ordinarily Resident (OR): FSN-12 \$1,439,657 per annum (Starting salary)

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

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

The U.S. Embassy in Bangkok is seeking an individual for the position of Physician in its Regional Medical Services Office, located at GPF Witthayu Tower, Wireless Road.

**BASIC FUNCTIONS REQUIRED:**

The incumbent is expected to provide primary outpatient medical care services to all eligible American Employees and family members. Emergency and occupational health services are to be afforded all employees of the American Embassy. Services will be provided through direct patient evaluation, examination and treatment. Prescriptions, when appropriate, are to be written or ordered and/or referrals to reputable and responsible specialists are to be made. The incumbent is expected to oversee referral and implementation of recommendations from consultants when appropriate. Duties also include responsibility for determining when hospitalization is appropriate for medical care, and arranging appropriate attending physicians and medical facilities where medical services can be provided.

**QUALIFICATIONS REQUIRED:**

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

- (1) Medical Degree, completion of an approved internship and residency, and a current valid medical license are essential. Current U.S. Specialty Board certification is required;
- (2) A formal U.S. internship and a minimum of three years of formal residency training or equivalent training as certified by M/MED are required. Prior practice in the U.S. and at least three years of progressive experience in internal medicine, family practice, emergency medicine, or OB/GYN are required;

- (3) Level IV (Fluent) speaking/reading/writing in English (must provide a copy of valid TOEIC score of at least 855 before the deadline; otherwise, application will not be considered);
- (4) Able to logically and objectively analyze patient problems, apply sound clinical judgment in assessing possible solutions is required;
- (5) Able to present medical findings in a clear and concise manner to medical and non-medical personnel;
- (6) Must have a customer-service orientation.

**SELECTION PROCESS:**

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

**TO APPLY:**

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

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

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

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**FSN# 2014/115 (T)**  
**Project Management Specialist**

**OPEN TO:** All Interested Candidates

**POSITION:** Project Management Specialist, FSN-10, Trainee

**OPENING DATE:** September 26, 2014

**CLOSING DATE:** October 23, 2014

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

**SALARY:**

Ordinarily Resident (OR): FSN-10 ₪ 760,852 per annum (Starting salary)

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

The U.S. Embassy in Bangkok is seeking an individual for the position of Project Management Specialist in the U.S. Agency for International Development (USAID)/ Governance and Vulnerable Population Office (GVP), located at Athenee Tower, Wireless Road, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

The incumbent serves as the main technical advisor on governance issues to the Thailand Team Lead and directly consults the GVP Office Director in charge of activities supporting vulnerable populations in Thailand and the broader Southeast Asia region. S/he serves as USAID's key technical specialist working primarily on support and implementation of USAID's cooperation program with the Kingdom of Thailand, and serves as the Contract Officer's Representative (COR) for a complex and politically-sensitive flagship project in the Thailand portfolio managed by the GVP office. S/he takes the lead in proposing revisions to increase project effectiveness in aspects of the design, implementation coordination and evaluation of project activities across a broad range of governance-related issues that benefit vulnerable populations in Thailand and the broader region. S/He also serves as the technical representative for grants, contracts and/or cooperative agreements by coordinating funding, reporting and administration with the implementing partners. S/he monitors and evaluates performance for compliance with contractual requirements and project targets, allowing the job holder to offer constructive guidance and direction to partners on project management and implementation. Travel requirements include regular travel to all areas of the country and/or region.

**QUALIFICATIONS REQUIRED:**

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

- (1) Completion of Master's Degree in Governance, Peace, Conflict and Development, Public Management, International Development, Public Policy, Business Administration, Economics, Political or Trade;
- (2) At least six years of mid- to senior-level experience in developing, implementing, managing, and evaluating Governance-related or development programs that involve coordination with an international agency, donor or implementing partners;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least **855** can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);
- (4) Must have effective written and oral communication skills;
- (5) Ability to prepare briefing documents including participation in the drafting of annual technical, programmatic and fiscal reports, as well as contract/agreement actions;
- (6) Ability to prepare reports, correspondence, and documents in a professional and competent manner requiring little or no editorial changes (in English).

**TO APPLY:**

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

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

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

**CLOSING DATE FOR THE POSITION:** October 23, 2014

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**FSN# 2014/115**

**Project Management Specialist**

**OPEN TO:** All Interested Candidates

**POSITION:** Project Management Specialist, FSN-11

**OPENING DATE:** September 26, 2014

**CLOSING DATE:** October 23, 2014

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

**SALARY:**

Ordinarily Resident (OR): FSN-11 ₱ 1,179,069 per annum (Starting salary)

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

The U.S. Embassy in Bangkok is seeking an individual for the position of Project Management Specialist in the U.S. Agency for International Development (USAID)/ Governance and Vulnerable Population Office (GVP), located at Athenee Tower, Wireless Road, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

The incumbent serves as the main technical advisor on governance issues to the Thailand Team Lead and directly consults the GVP Office Director in charge of activities supporting vulnerable populations in Thailand and the broader Southeast Asia region. S/he serves as USAID's key technical specialist working primarily on support and implementation of USAID's cooperation program with the Kingdom of Thailand, and serves as the Contract Officer's Representative (COR) for a complex and politically-sensitive flagship project in the Thailand portfolio managed by the GVP office. S/he takes the lead in proposing revisions to increase project effectiveness in aspects of the design, implementation coordination and evaluation of project activities across a broad range of governance-related issues that benefit vulnerable populations in Thailand and the broader region. S/He also serves as the technical representative for grants, contracts and/or cooperative agreements by coordinating funding, reporting and administration with the implementing partners. S/he monitors and evaluates performance for compliance with contractual requirements and project targets, allowing the job holder to offer constructive guidance and direction to partners on project management and implementation. Travel requirements include regular travel to all areas of the country and/or region.

**QUALIFICATIONS REQUIRED:**

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

- (1) Completion of Master's Degree in Governance, Peace, Conflict and Development, Public Management, International Development, Public Policy, Business Administration, Economics, Political or Trade;
- (2) At least seven years of mid- to senior-level experience in developing, implementing, managing, and evaluating Governance-related or development programs that involve coordination with an international agency, donor or implementing partners;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least **855** can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);
- (4) Must have effective written and oral communication skills;
- (5) Ability to prepare briefing documents including participation in the drafting of annual technical, programmatic and fiscal reports, as well as contract/agreement actions;
- (6) Ability to prepare reports, correspondence, and documents in a professional and competent manner requiring little or no editorial changes (in English).

**TO APPLY:**

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

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

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

**CLOSING DATE FOR THE POSITION:** October 23, 2014

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**FSN#2014/119 (T)**

**Pay Assistant**

**OPEN TO:** All Interested Candidates

**POSITION:** Pay Assistant, FSN-7; FP-7, Trainee

**OPENING DATE:** October 10, 2014

**CLOSING DATE:** Until filled

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

**SALARY:**

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

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

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

The U.S. Embassy in Bangkok is seeking an individual for the position of Pay Assistant in its Payroll Division, Comptroller and Global Financial Service (CGFS) office located at 95 Wireless Road, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Serves as Pay Assistant in the Payroll Division of the Bangkok Financial Services Center. The incumbent administers FSN/PSA/PSC Pay for up to 15 countries. The incumbent reports directly to a Team Leader and performs the full range of duties associated with ensuring that the biweekly salary payments for about 1,800 employees are proper and paid on time. S/he also ensures that the appropriate funds have been set aside and are eventually disbursed for purposes such as health insurance, life insurance, social security, Civil Service Retirement, USG taxes, local taxes and loan payments and repayments.

**QUALIFICATIONS REQUIRED:**

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

- (1) Bachelor's degree in a business-related area (Finance, Accounting, Economics, Business Management, Commerce, etc.), Liberal Arts or Social Sciences;
- (2) At least two years of prior experience working in a business-related area in a corporation or a governmental institution;
- (3) Level III (Good Working Knowledge) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 600 before the deadline; otherwise, application will not be considered);
- (4) High skill in using Microsoft Word, PowerPoint, and Excel software applications; and

(5) Must be able to apply appropriate regulations to given payroll situations to determine correct processing/solutions.

**SELECTION PROCESS:**

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

**TO APPLY:**

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

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

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

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

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**FSN#2014/119**

**Pay Assistant**

**OPEN TO:** All Interested Candidates

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

**OPENING DATE:** October 10, 2014

**CLOSING DATE:** Until filled

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

**SALARY:**

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

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

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

The U.S. Embassy in Bangkok is seeking an individual for the position of Pay Assistant in its Payroll Division, Comptroller and Global Financial Service (CGFS) office located at 95 Wireless Road, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Serves as Pay Assistant in the Payroll Division of the Bangkok Financial Services Center. The incumbent administers FSN/PSA/PSC Pay for up to 15 countries. The incumbent reports directly to a Team Leader and performs the full range of duties associated with ensuring that the biweekly salary payments for about 1,800 employees are proper and paid on time. S/he also ensures that the appropriate funds have been set aside and are eventually disbursed for purposes such as health insurance, life insurance, social security, Civil Service Retirement, USG taxes, local taxes and loan payments and repayments.

**QUALIFICATIONS REQUIRED:**

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

- (1) Bachelor's degree in a business-related area (Finance, Accounting, Economics, Business Management, Commerce, etc.), Liberal Arts or Social Sciences;
- (2) At least three years of prior experience working in a business-related area in a corporation or a governmental institution;
- (3) Level III (Good Working Knowledge) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 600 before the deadline; otherwise, application will not be considered);
- (4) High skill in using Microsoft Word, PowerPoint, and Excel software applications; and
- (5) Must be able to apply appropriate regulations to given payroll situations to determine correct processing/solutions.

**SELECTION PROCESS:**

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

**TO APPLY:**

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

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

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

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

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**FSN# 2014/120 (T)**  
**Maintenance Man**

**OPEN TO:** All Interested Candidates

**POSITION:** Maintenance Man, FSN-4, FP-AA (Trainee)

**OPENING DATE:** October 10, 2014

**CLOSING DATE:** October 23, 2014

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

**SALARY:**

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

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

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

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

**BASIC FUNCTIONS REQUIRED:**

The incumbent maintains structures and associated equipment of office buildings, residential quarters and other government-owned or leased building by performing painting, plumbing, electrical, carpentry, masonry, air-conditioning and other preventive maintenance and repair work.

**QUALIFICATIONS REQUIRED:**

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

- (1) Completion of vocational school in any of technical trades. **OR** Completion of high school in general must possess apprenticeship recognized as producing journeyman skills or equivalent expertise experience in the trade of primary expertise is required;
- (2) Two years direct experience in building construction or maintenance;
- (3) Level II (Limited Knowledge) speaking/reading/writing in Thai, and Level I (Rudimentary Knowledge) speaking/reading/writing in English (Provide a copy of valid TOEIC score of at least **250**, or pass the English Placement Test (EPT) that is conducted by the Regional Human Resources Office);
- (4) Ability to drive and possess a valid Thai driver's license (a copy of Thai driver's license is required with application);
- (5) Must be highly skilled in the ability to operate various hand tools, power equipment, and instruments as well as having skills in manual and mechanical lifting, driving, security, and safety equipment;

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

**SELECTION PROCESS:**

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

**TO APPLY:**

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

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

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

**CLOSING DATE FOR THE POSITION:** October 23, 2014

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**FSN# 2014/120**  
**Maintenance Man**

**OPEN TO:** All Interested Candidates

**POSITION:** Maintenance Man, FSN-5, FP-9

**OPENING DATE:** October 10, 2014

**CLOSING DATE:** October 23, 2014

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

**SALARY:**

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

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

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

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

**BASIC FUNCTIONS REQUIRED:**

The incumbent maintains structures and associated equipment of office buildings, residential quarters and other government-owned or leased building by performing painting, plumbing, electrical, carpentry, masonry, air-conditioning and other preventive maintenance and repair work.

**QUALIFICATIONS REQUIRED:**

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

- (1) Completion of vocational school in any of technical trades. **OR** Completion of high school in general must possess apprenticeship recognized as producing journeyman skills or equivalent expertise experience in the trade of primary expertise is required;
- (2) Three years direct experience in building construction or maintenance;
- (3) Level II (Limited Knowledge) speaking/reading/writing in Thai, and Level I (Rudimentary Knowledge) speaking/reading/writing in English (Provide a copy of valid TOEIC score of at least **250**, or pass the English Placement Test (EPT) that is conducted by the Regional Human Resources Office);
- (4) Ability to drive and possess a valid Thai driver's license (a copy of Thai driver's license is required with application);
- (5) Must be highly skilled in the ability to operate various hand tools, power equipment, and instruments as well as having skills in manual and mechanical lifting, driving, security, and safety equipment;

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

**SELECTION PROCESS:**

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

**TO APPLY:**

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

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

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

**CLOSING DATE FOR THE POSITION:** October 23, 2014

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**FSN# 2014/121**

**Human Resources Assistant (Talent Recruitment and Staffing)**

**OPEN TO:** All Interested Candidates

**POSITION:** Human Resources Assistant (Talent Recruitment and Staffing), FSN-8, FP-6

**OPENING DATE:** October 10, 2014

**CLOSING DATE:** October 23, 2014

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

**SALARY:**

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

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

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

The U.S. Embassy in Bangkok is seeking an individual for the position of Human Resources Assistant (Talent Recruitment and Staffing) in its Division, Regional Human Resources office located at 120 -122 Wireless Road.

**BASIC FUNCTIONS REQUIRED:**

Perform the full cycle of recruitment (sourcing, assessing), and recruiting a variety of positions at all levels. With minimal supervision, the Analyst implements the use of various sourcing techniques and innovative web based tracking systems to better screen applicants, screens applications, interfaces with hiring offices on the selection process, and provides a solid orientation program.

**QUALIFICATIONS REQUIRED:**

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

- (1) Bachelor's degree in Human Resource Management, Business Administration, Psychology, Social Science, Liberal Arts, Organizational Development, Communication, or Public Administration is required;
- (2) At least three years of progressive experience in Human Resources Administration and/or Recruitment is required;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 855 before the deadline; otherwise, application will not be considered);
- (4) Standard skills for PC use and MS operating system, MS office suite including excel and word;
- (5) Good working knowledge of Thai Labor Laws and Labor market;
- (6) Must have excellent interpersonal, influencing and interviewing skills.

**SELECTION PROCESS:**

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

**TO APPLY:**

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

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

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

**CLOSING DATE FOR THE POSITION:** October 23, 2014

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**FSN# 2014/122**

**Duplication Equipment Operator**

**OPEN TO:** All Interested Candidates

**POSITION:** Duplication Equipment Operator, FSN-4, FP-AA

**OPENING DATE:** October 17, 2014

**CLOSING DATE:** October 30, 2014

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

**SALARY:**

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

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

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

The U.S. Embassy in Bangkok is seeking an individual for the position of Duplication Equipment Operator in its Information Resource Management office located at 120 – 122 Wireless Road .

**BASIC FUNCTIONS REQUIRED:**

Performs a variety of duties involved in the designing, preparing, printing, copying and distribution of materials to Mission personnel. Oversees operation and maintenance of photo-copier, mimeograph, binding machine and other printing equipment. Provides support to the Printing Supervisor in maintaining the efficient functioning of the Print Shop and in supervising printing clerks. Acts as Print Shop Supervisor in the supervisor's absence. Provides assistance in handling work orders and communicating directly with customers to ensure their needs are met.

**QUALIFICATIONS REQUIRED:**

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

(1) Completion of Secondary school (Mathayom 6) with two years' experience in printing and reproduction or similar technical functioning printing area as well as graphic design experience **OR** completion of Mathayom 3 with five years' experience in printing and reproduction or similar technical functioning printing area as well as graphic design experience;

(2) Level III (Good Working Knowledge) speaking/reading/writing in Thai and English (Provide a copy of valid TOEIC score of at least 600, or pass the English Placement Test (EPT) that is conducted by the Regional Human Resources Office);

- (3) Ability to operate large printing and other duplicating equipment is required;
- (4) Skill with graphic design editing, scanning and Microsoft office software is required.

**SELECTION PROCESS:**

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

**TO APPLY:**

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

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

**CLOSING DATE FOR THE POSITION:** October 30, 2014

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