

**Vacancy Announcement No. / Position Title**

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

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

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

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**[FSN#2014/126 \(T\) / Administrative Clerk](#)**

**[FSN#2014/126 / Administrative Clerk](#)**

**[FSN# 2014/127 / Nurse](#)**

**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# 2014/94 (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:

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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#2014/103**  
**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#2014/119 (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# 2014/122**

**Duplication Equipment Operator**

**OPEN TO:** All Interested Candidates

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

**OPENING DATE:** October 17, 2014

**CLOSING DATE:** November 6, 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:

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

**CLOSING DATE FOR THE POSITION:** November 6, 2014

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**FSN# 2014/123 (T)**  
**Medical Research Scientist**

**OPEN TO:** All Interested Candidates

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

**OPENING DATE:** October 17, 2014

**CLOSING DATE:** Until Filled

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

**SALARY:**

Ordinarily Resident (OR): FSN-9 \$640,463 per annum (Starting salary)

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

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

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

**BASIC FUNCTIONS REQUIRED:**

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

**QUALIFICATIONS REQUIRED:**

- (1) Master degree in Molecular Biology, Biochemistry or Microbiology field;
- (2) At least four years experiences in conducting various types of molecular biology work;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least 855 can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);
- (4) Able to verify and analyze the results of the studies, prepare reports for publication or write established methodologies as Standard Operating Procedures (SOP);

(5) Able to operate normal equipment and scientific equipment.

**SELECTION PROCESS:**

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

**TO APPLY:**

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

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

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

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

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**FSN# 2014/123**

**Medical Research Scientist**

**OPEN TO:** All Interested Candidates

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

**OPENING DATE:** October 17, 2014

**CLOSING DATE:** Until Filled

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

**SALARY:**

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

Not Ordinarily Resident (NOR): FP-5(Step 5 thru 14) (Position Grade to be confirmed by Washington)

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

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

**BASIC FUNCTIONS REQUIRED:**

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

**QUALIFICATIONS REQUIRED:**

- (1) Master degree in Molecular Biology, Biochemistry or Microbiology field;
- (2) At least five years experiences in conducting various types of molecular biology work;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least 855 can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);
- (4) Able to verify and analyze the results of the studies, prepare reports for publication or write established methodologies as Standard Operating Procedures (SOP)

(5) Able to operate normal equipment and scientific equipment.

**SELECTION PROCESS:**

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

**TO APPLY:**

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

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

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

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

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**FSN# 2014/124 (T)**

**Refrigeration & Air Conditioning Mechanic**

**OPEN TO:** All Interested Candidates

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

**OPENING DATE:** October 24, 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 Refrigeration & Air Conditioning Mechanic in its Facilities Management section located at 120 -122 Wireless Road.

**BASIC FUNCTIONS REQUIRED:**

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

**QUALIFICATIONS REQUIRED:**

- (1) Completion of high vocational certificate from technical school. Must possess vocational training in air conditioning, maintenance and repair or preventive maintenance (approximately 3 years);
- (2) Two years direct experience in maintenance, repair and installation of refrigeration and air conditioning systems;
- (3) Level I (Rudimentary Knowledge) speaking/reading/writing in Thai and English (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.

**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# 2014/124**

**Refrigeration & Air Conditioning Mechanic**

**OPEN TO:** All Interested Candidates

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

**OPENING DATE:** October 24, 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 Refrigeration & Air Conditioning Mechanic in its Facilities Management section located at 120 -122 Wireless Road.

**BASIC FUNCTIONS REQUIRED:**

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

**QUALIFICATIONS REQUIRED:**

- (1) Completion of high vocational certificate from technical school. Must possess vocational training in air conditioning, maintenance and repair or preventive maintenance (approximately 3 years);
- (2) Two years direct experience in maintenance, repair and installation of refrigeration and air conditioning systems;
- (3) Level II (Limited Knowledge) speaking/reading/writing in Thai and English (Must 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.

**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#2014/126 (T)**  
**Administrative Clerk**

**OPEN TO:** All Interested Candidates

**POSITION:** Administrative Clerk, FSN-5; FP-9, Trainee

**OPENING DATE:** October 24, 2014

**CLOSING DATE:** November 6, 2014

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

**SALARY:**

Ordinarily Resident (OR): FSN-5, THB 324,136 per annum (Minimum 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 Administrative Clerk in its Customer Support & Training, Comptroller and Global Financial Service (CGFS) office located at 95 Wireless Road, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

The incumbent provides administrative support for the Customer Support Help Desk (CST) and maintains the CST customer support help desk mailbox and checks to ensure that all received inquiries from customer are distributed to Customer Support Help Desk Analysts in a timely manner. S/he creates an update incoming inquiries (tickets) in the Case Management System and monitors the Bangkok and Sofia Customer Support Desk mailbox as well as informs the Help desk Analysts in both locations to take appropriated action. S/he is responsible for the Customer Support Desk Status Report which is used by the CST Division Chief daily to identify and track trends (volume, resolution period, analyst distribution etc.), and to evaluate the performance of the Bangkok Desk.

**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) At least one year of experience in office management or administrative support in IT related field;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 855 before the deadline; otherwise, application will not be considered);
- (4) Ability to use a typewriter as well as a personal computer and related Microsoft software (Word, Excel, PowerPoint, etc.)

**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:** November 6, 2014

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**FSN#2014/126**  
**Administrative Clerk**

**OPEN TO:** All Interested Candidates

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

**OPENING DATE:** October 24, 2014

**CLOSING DATE:** November 6, 2014

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

**SALARY:**

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

Not Ordinarily Resident (NOR): FP-8 (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 Administrative Clerk in its Customer Support & Training, Comptroller and Global Financial Service (CGFS) office located at 95 Wireless Road, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

The incumbent provides administrative support for the Customer Support Help Desk (CST) and maintains the CST customer support help desk mailbox and checks to ensure that all received inquiries from customer are distributed to Customer Support Help Desk Analysts in a timely manner. S/he creates an update incoming inquiries (tickets) in the Case Management System and monitors the Bangkok and Sofia Customer Support Desk mailbox as well as informs the Help desk Analysts in both locations to take appropriated action. S/he is responsible for the Customer Support Desk Status Report which is used by the CST Division Chief daily to identify and track trends (volume, resolution period, analyst distribution etc.), and to evaluate the performance of the Bangkok Desk.

**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) At least two years of experience in office management or administrative support in IT related field;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 855 before the deadline; otherwise, application will not be considered);
- (4) Ability to use a typewriter as well as a personal computer and related Microsoft software (Word, Excel, PowerPoint, etc.)

**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:** November 6, 2014

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**FSN# 2014/127**

**Nurse**

**OPEN TO: All Interested Candidates**

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

**OPENING DATE:** October 31, 2014

**CLOSING DATE:** November 13, 2014

**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 Nurse in its U.S. Centers for Disease Control and Prevention (CDC) Office, located at Silom Community Clinic @TropMed The Hospital for Tropical Diseases, Faculty of Tropical Medicine, Mahidol University 420/6 Ratchawithi Road, Ratchathewi, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Incumbent is responsible for planning, managing and executing epidemiologic studies and clinical research trials for the prevention of HIV/AIDS and sexually transmitted infections among men who have sex with men (MSM). These studies will form the core of the CDC/DHAP research program in Thailand in future years and may include the execution of cohort longitudinal studies of HIV prevalence and incidence in Thai MSM, and trials of intermittent versus daily (or continuous) antiretroviral pre- and post-exposure prophylaxis for the prevention of HIV infection. The position is responsible for all research studies and clinical trials conducted in the Silom Community Clinic @Trop Med, a US CDC established research and services center for MSM in a downtown Bangkok hospital. The conduct of this research requires planning, logistical and operational facilities, training and managing of human resources, the establishment and implementation of standard operating procedures (SOPs), compliance with local and international human subject regulations and community involvement and support. The position serves as a specialist regarding all aspects of clinical research as well as in the protection of human subjects. The position communicates and coordinates directly with external research collaborators and stake holders, such as the Thai Ministry of Public Health, the Departments of Health and Medical Services of the Bangkok Metropolitan Administration, hospitals, clinics, health centers, schools, and universities, NGOs, INGOs and CBOs. In addition the incumbent communicates directly with US and Thai regulatory agencies, and study sponsors (including international collaborators). The incumbent coordinates research support from the various ministerial departments so as to maximize efficiency of study execution. The incumbent also liaises with

other HIV/AIDS research agencies, programs and services and local authorities to ensure continuing support and collaboration.

### **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 nursing, public health, social sciences, or health sciences;
- (2) Minimum of 4 years of progressive experience in clinical research and program related with HIV/AIDS or other clinical trials. Plus, one year of supervisory experience;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and Level III (Good Working Knowledge) speaking/reading/writing in (Must provide a copy of valid TOEIC score of at least 600 before the deadline; otherwise, application will not be considered);
- (4) Must possess a valid license in Thailand to practice nursing (Please submit of copy of the certificate with application);
- (5) Standard knowledge of computer software packages including word processing, spreadsheets, e-mail, graphics and the statistical packages;
- (6) Ability to recognize protocol deviation, to independently compose SOPs and SSPs and Clinical study forms.

### **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:** November 13, 2014

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