Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), U.S. Citizen Members of Household (MOHs), and Local American Citizens with Certified Residency Status

Note: All applicants who are NOT Family Members of a USG employee officially assigned to post and under Chief of Mission authority must have the required **residency permits** (extension permit to stay from the Immigration Bureau), along with an **appropriate visa**, to be eligible for consideration.

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

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.

2. Current employees serving a probationary period are not eligible to apply.

3. Currently employed U.S. Citizen EFMs who hold an FMA appointment **are ineligible** to apply for advertised positions within the first 90 calendar days of their employment.

4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

5. Post specific requirement: U.S. Citizen Eligible Family Members must have at least 12 months remaining at post from closing date of vacancy announcement for sensitive positions and 9 months for non-sensitive positions.

TO APPLY:

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

1. Universal Application for Employment AS A Locally Employed Staff or Family Member (DS-174); or

2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed below.

4. Must provide a copy of residency permit along with the application.

AEFM 2011/11
Information Management Assistant (Chiang Mai)

OPEN TO: U.S. Citizen Eligible Family Members (AEFMs), U.S. Citizen Members of Household (MOHs) and Ordinarily Resident American Citizens with certified residency permits and appropriate visa.

POSITION: Information Management Assistant, FP-7

OPENING DATE: March 18, 2011

CLOSING DATE: April 22, 2011

WORK HOURS: Part-time; 32 hrs/week

SALARY: Not Ordinarily Resident (NOR): FP-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Information Management Assistant in its General Consulate Chiang Mai.

BASIC FUNCTIONS REQUIRED:

Responsible for the operation and maintenance of the post's C-LAN equipment. Perform basic software and systems administration. For highly technical problems or issues, coordinates resolution with the Information Management Office at U.S. Embassy Bangkok. Assist local employee systems administrator in management of SBU-LAN and Nortel telephone system. Assist the Management Assistant with management of High Frequency and emergency radio systems. Also assist with the APO; maintain stamps and stamp fund, assist public APO services 3 mornings per week. Assist the Management Assistant by creating the daily read file from incoming cables and typing up outgoing cables.

QUALIFICATIONS REQUIRED:

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

(1) An Associate degree with a focus in Computer Science, Information Management or related field. **(2)** Four years experience in office work environment. **(3)** Level IV – Fluency command in English. **(4)** Must have a basic computer systems analysis, basic of LAN and ability to effectively train on the management and maintenance of LAN components, including hardware, disk operating software, applications and utilities software. **(5)** Ability to update web pages. **(6)** Must have a strong knowledge and regulations of the mission, including other USG agencies. He/she must be familiar with a full range of offices that provide systems support, such as ISO, RIMC, IRM, etc.

ADDITIONAL SELECTION CRITERIA:

PLEASE ALSO SEE GENERAL ELIGIBILITY & QUALIFICATIONS REQUIREMENTS AT THE BEGINNING OF THE EMPLOYMENTS SECTION AND ON THE BULLETIN BOARD IN RHRO OR ON THE EMBASSY WEBSITE.

The candidate must be able to obtain and hold a Secret security clearance.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: American Unit
American Embassy, 120-122 Wireless Road,
Bangkok 10330, Thailand
Tel: 02-205-4543
Fax: 02-205-4306
E-mail address: bkkrecruitment@state.gov

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: April 22, 2011

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AEFM 2011/13
American Citizen Services Assistant (Chiang Mai)

OPEN TO: U.S. Citizen Eligible Family Members (AEFMs), U.S. Citizen Members of Household (MOHs) and Ordinarily Resident American Citizens with certified residency permits and appropriate visa.

POSITION: American Citizen Services Assistant, FP-6

OPENING DATE: April 1, 2011

CLOSING DATE: April 22, 2011

WORK HOURS: Part-time; 32 hrs/week

SALARY: Not Ordinarily Resident (NOR): FP-6

The U.S. Embassy in Bangkok is seeking an individual for the position of American Citizen Services Assistant in its General Consulate Chiang Mai.

BASIC FUNCTIONS REQUIRED:

The incumbent assists U.S. citizens and others seeking a routine service or emergency help from the Consulate. As first point of contact for ACS, the incumbent handles walk-in, e-mail, fax, and

mail inquiries and service requests. These cover wide range of topics, including notary, services, passport services, U.S. federal benefits, voting assistance, children's affairs, U.S. and Thai visas and immigration laws, and emergency ACS (such as deaths, arrests, and repatriations). The incumbent determines the best course of action to take in these situations and provides advice or assistance in accordance with applicable law, regulation, policy, and guidance, and good sense. To proactively provide such information to U.S. citizens and others, the incumbent is also responsible for post's Consular Information program. The incumbent also handles correspondence related to post's nonimmigrant visa (NIV) operations and serves as a back-up for LES who process NIVs.

QUALIFICATIONS REQUIRED:

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

(1) Universities or college studies in general coursework. (At least two years of full-time post secondary study (or the equivalent hours spread across a part-time study period) at college or university). **(2)** One year in customer service, regulatory or other guidance, and record management. **(3)** Level IV – Fluency command in English and Level III – Good working knowledge in Thai. **(4)** Understand or be able to learn applicable law, regulation, and policies for ACS operations, plus local procedures for processing routine ACS and NIV cases and handling emergency cases. **(5)** Good knowledge of local government and non-government institutions of interest or use to Americans. **(6)** Understand basic functions of the Consular section and its relationship to the other sections of the Mission and U.S. Government.

ADDITIONAL SELECTION CRITERIA:

PLEASE ALSO SEE GENERAL ELIGIBILITY & QUALIFICATIONS REQUIREMENTS AT THE BEGINNING OF THE EMPLOYMENTS SECTION AND ON THE BULLETIN BOARD IN RHRO OR ON THE EMBASSY WEBSITE.

The candidate must be able to obtain and hold a Secret security clearance.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: American Unit
American Embassy, 120-122 Wireless Road,
Bangkok 10330, Thailand
Tel: 02-205-4543
Fax: 02-205-4306
E-mail address: bkkrecruitment@state.gov

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: April 22, 2011