

**Computer System Analyst (T)**

**Computer System Analyst**

**Data Entry Clerk (When Actually Employed, not more than 110 days)**

**Voucher Examiner (PSU) (T)**

**Voucher Examiner (PSU)**

**FSN#2012/02 (T)**

**Computer System Analyst**

**OPEN TO:** All Interested Candidates

**POSITION:** Computer System Analyst, FSN-9; FP-5 (Step 1 thru 4) (Trainee)

**OPENING DATE:** January 13, 2012

**CLOSING DATE:** January 26, 2012

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

**SALARY:** Not Ordinarily Resident (NOR): US\$42,948 per annum (minimum starting salary)  
(Position Grade: FP-5 to be confirmed by Washington)

Ordinarily Resident (OR): Thai Baht 640,463 per annum (minimum starting salary)  
(Position Grade: FSN-9)

The U.S. Embassy in Bangkok is seeking an individual for the position of Computer System Analyst in Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Under the general supervision of the Systems and Programming Division Chief, charged with supporting the Chief Financial Officer by ensuring that internal control systems are established and used by Posts and other Federal agencies, and by ensuring, through these systems, that all necessary and appropriate efforts are carried out to deter fraud, waste, and abuse of Government resources. The Duties are included system analysis, development and maintenance, system support and training.

**QUALIFICATIONS REQUIRED:**

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

(1) Bachelor’s degree in computer science, or information technology; (2) At least three years of progressively responsible experience in professional computer system, database administrator, or accounting systems development and maintenance; (3) Level III (Good Working knowledge) in speaking/reading/writing English and Thai (must provide a copy of valid TOEIC score of 600 or higher with application, or application will not be considered); (4) Must be able to analyze computing processes and identify practices and procedures which require correction or modifications; (5) Must have professional knowledge of the theory, concepts, and practices of accounting and computing.

**SELECTION PROCESS:**

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

**SALARY RANGE:**

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

**SUBMIT APPLICATION TO:**

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

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

**CLOSING DATE FOR THE POSITION: January 26, 2012**



**FSN#2012/02**

**Computer System Analyst**

**OPEN TO:** All Interested Candidates

**POSITION:** Computer System Analyst, FSN-10; FP-5 (Step 5 thru 14)

**OPENING DATE:** January 13, 2012

**CLOSING DATE:** January 26, 2012

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

**SALARY:** Not Ordinarily Resident (NOR): US\$48,338 per annum (minimum starting salary)  
(Position Grade: FP-5 to be confirmed by Washington)

Ordinarily Resident (OR): Thai Baht 760,852 per annum (minimum starting salary)  
(Position Grade: FSN-10)

The U.S. Embassy in Bangkok is seeking an individual for the position of Computer System Analyst in Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Under the general supervision of the Systems and Programming Division Chief, charged with supporting the Chief Financial Officer by ensuring that internal control systems are established and used by Posts and other Federal agencies, and by ensuring, through these systems, that all necessary and appropriate efforts are carried out to deter fraud, waste, and abuse of Government resources. The Duties are included system analysis, development and maintenance, system support and training.

**QUALIFICATIONS REQUIRED:**

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

(1) Bachelor's degree in computer science, or information technology; (2) At least four years of progressively responsible experience in professional computer system, database administrator, or accounting systems development and maintenance; (3) Level III (Good Working knowledge) in speaking/reading/writing English and Thai (must provide a copy of valid TOEIC score of 600 or higher with application, or application will not be considered); (4) Must be able to analyze computing processes and identify practices and procedures which require correction or modifications; (5) Must have professional knowledge of the theory, concepts, and practices of accounting and computing.

**SELECTION PROCESS:**

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

**SALARY RANGE:**

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

**SUBMIT APPLICATION TO:**

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

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

**CLOSING DATE FOR THE POSITION: January 26, 2012**



**FSN#2012/03 (When Actually Employed, not more than 110 days)  
Data Entry Clerk**

**OPEN TO:** All Interested Candidates

**POSITION:** Data Entry Clerk, FSN-5; FP-9

**OPENING DATE:** January 13, 2012

**CLOSING DATE:** January 26, 2012

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

**SALARY:** Not Ordinarily Resident (NOR): US\$ per annum (minimum starting salary)  
(Position Grade: FP-9 to be confirmed by Washington)

Ordinarily Resident (OR): Thai Baht324,136 per annum (minimum starting salary)  
(Position Grade: FSN-5)

The U.S. Embassy in Bangkok is seeking an individual for the position of Data Entry Clerk in Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Report directly to the Disbursing Specialist. Work independently by applying knowledge and skills in data input processes for Disbursing Section for GFS including Cashier Monitors, Payment Productions and International Banking. Verify fiscal data such as bank statements, US dollar deposit, local currency deposit and accommodation exchange transactions received from serviced Posts. Data received in a form of typically large quantity and generally complicated types of alphabetic, numeric, and alpha-numeric data which is often one-time in nature and non-recurring, some of which involves complex formatting.

**QUALIFICATIONS REQUIRED:**

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

(1) A completion of two years at college or university studies (high vocational school); (2) At least two years of general clerical experience, the major of which was in computer data input; (3) Level III (Good Working knowledge) in speaking/reading/writing English and Thai (must provide a copy of valid TOEIC score of 600 or higher with application, or application will not be considered); (4) Comprehensive knowledge of the operations of computer data input equipment, processes and procedures; (5) Good working knowledge of computer programs and systems for which data is being input, and of the various codes related to data items entered particularly the accounting classification codes; (6) Must be able to operate the keyboard machines of the post at level 2 typing speeds (at least 40 words per minute)

**SELECTION PROCESS:**

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

**SALARY RANGE:**

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

**SUBMIT APPLICATION TO:**

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

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

**CLOSING DATE FOR THE POSITION: January 26, 2012**



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

**OPEN TO:** All Interested Candidates

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

**OPENING DATE:** December 2, 2011

**CLOSING DATE:** Until filled

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

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

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

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner

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

**BASIC FUNCTION OF POSITION:**

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

**QUALIFICATIONS REQUIRED:**

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

(1) Two years post secondary study at college or university (high vocational school or equivalent); (2) Two years of progressively experience responsible work in finance, accounting, bookkeeping or related financial field; (3) Level IV (Fluent) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of 855 or higher with application, or application will not be considered).

**SELECTION PROCESS:**

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

**SALARY RANGE:**

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

**SUBMIT APPLICATION TO:**

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

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

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

*“Effective January 1, 2012, Thai or Third Country National (TCN) candidates applying for jobs at the U.S. Mission to Thailand **are required** to include a copy of their official Test of English for International Communication (TOEIC) scores (standard listening and reading test) with their application*



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

**OPEN TO:** All Interested Candidates

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

**OPENING DATE:** December 2, 2011

**CLOSING DATE:** Until filled.

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

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

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

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

**BASIC FUNCTION OF POSITION:**

Perform work consisting of the examination and audit for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims, and other requests for payment from



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

**QUALIFICATIONS REQUIRED:**

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

(1) Two years post secondary study at college or university (high vocational school or equivalent); (2) Two years of progressively experience responsible work in finance, accounting, bookkeeping or related financial field; (3) Level IV (Fluent) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of 855 or higher with application, or application will not be considered); (4) A thorough knowledge of applicable sections of the Foreign Affairs Manual and Handbooks, Federal Travel Regulations, JFTR, DSSR CDC Handbook, USAID's ADS.

**SELECTION PROCESS:**

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

**SALARY RANGE:**

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

**SUBMIT APPLICATION TO:**

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

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

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