

Medical Research Technologist (Not to Exceed 1 year) - 2 positions

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)

A.I.D. Project Management Specialist (Malaria) (T)

A.I.D. Project Management Specialist (Malaria)

FSN#2011/144

Medical Research Technologist (Not to Exceed 1 year) - 2 positions

OPEN TO: All Interested Candidates

POSITION: Medical Research Technologist (Not to Exceed 1 year), FSN-8; FP-6

OPENING DATE: January 20, 2012

CLOSING DATE: February 2, 2012

WORK HOURS: Full-time; 40 hrs/week

SALARY:

- Not Ordinarily Resident (NOR): FP-6
- Ordinarily Resident (OR): FSN-8

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Research Technologist in its U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTION OF POSITION:

Serves as a Research Coordinator in the HIV Clinical Research Section, organizing, implementing, coordinating, and supervising activities of various medical studies on HIV/AIDS conducted by CDC in collaboration with the Ministry of Public Health, the Bangkok Metropolitan Administration, non-governmental organizations, universities, and/or private industry.

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 public health or biomedical science;
- (2) At least 3 years of experience in medical field or other public health program management, including technical experience with monitoring and evaluation for public health programs;
- (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) Must have standard knowledge of computer software packages including word processing, spreadsheets, statistical packages, e-mail and graphics.

SELECTION PROCESS:

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

Note: It is the Mission policy that hiring offices are encouraged to fill vacant positions from within if a qualified employee in the mission applies. However, hiring offices are not required to select an applicant from within the mission.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: 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: February 2, 2012



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
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

*“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#2012/02

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
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

*“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#2012/03 (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\$ 27,431 per annum (minimum starting salary)
(Position Grade: FP-9 to be confirmed by Washington)
- Ordinarily Resident (OR): Thai Baht 324,136 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
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

*“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 (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
 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

*“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 and 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
 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

*“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#2012/01 (T)

A.I.D. Project Management Specialist (Malaria)

OPEN TO: All Interested Candidates (Thai Citizens)

POSITION: A.I.D. Project Management Specialist (Malaria), FSN-11 (Trainee)

OPENING DATE: January 20, 2012

CLOSING DATE: February 17, 2012

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-11

The U.S. Embassy in Bangkok is seeking an individual for the position of A.I.D. Project Management Specialist (Malaria) in the U.S. Agency for International Development (USAID)/Office of Public Health (OPH), located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serves as Malaria Specialist supports the President's Malaria Initiative (PMI) program in planning, management, implementation, policy and monitoring and evaluation. S/he provides technical guidance and leadership in collaborating with the USG team and technical working groups. S/he also serves as a Contracting Officer's Technical Representative (COTR) and Agreement Officer's Technical Representative (AOTR) for several malaria programs, and provides management and technical guidance to implementing partners. S/he assists in developing a monitoring and evaluation plan for PMI activities by reviewing partner's quarterly reports, tracking partner performance data, conducting site visits, and monitoring activities undertaken by implementing partners.

QUALIFICATIONS REQUIRED:

- (1) Master's degree with a specialization in one of the following areas and knowledge of the others: Medicine, Public Health, Epidemiology, Social Sciences, Veterinary Sciences, Entomology, or Microbiology with familiarity in technical aspects of infectious diseases including malaria;
- (2) A minimum of nine (9) years of professional experience managing and implementing public health program in developing countries with at least five years' experience in infectious diseases. The incumbent will also have experience in working with and advising senior officials, and managing programs without direct, on-site supervision;
- (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) Must have comprehensive knowledge of the concepts, principles, techniques and practices of infectious disease issues and the strategies most effective for implementing these interventions;

- (5) Must have practical knowledge of health services and the international/national/local infectious diseases response;
- (6) Able to plan, develop, manage and evaluate important and complex programs.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: 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: February 17, 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#2012/01
A.I.D. Project Management Specialist (Malaria)

OPEN TO: All Interested Candidates (Thai Citizens)

POSITION: A.I.D. Project Management Specialist (Malaria), FSN-12

OPENING DATE: January 20, 2012

CLOSING DATE: February 17, 2012

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-12

The U.S. Embassy in Bangkok is seeking an individual for the position of A.I.D. Project Management Specialist (Malaria) in the U.S. Agency for International Development (USAID)/Office of Public Health (OPH), located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serves as Malaria Specialist supports the President’s Malaria Initiative (PMI) program in planning, management, implementation, policy and monitoring and evaluation. S/he provides technical guidance and leadership in collaborating with the USG team and technical working groups. S/he

also serves as a Contracting Officer's Technical Representative (COTR) and Agreement Officer's Technical Representative (AOTR) for several malaria programs, and provides management and technical guidance to implementing partners. S/he assists in developing a monitoring and evaluation plan for PMI activities by reviewing partner's quarterly reports, tracking partner performance data, conducting site visits, and monitoring activities undertaken by implementing partners.

QUALIFICATIONS REQUIRED:

- (1) Master's degree with a specialization in one of the following areas and knowledge of the others: Medicine, Public Health, Epidemiology, Social Sciences, Veterinary Sciences, Entomology, or Microbiology with familiarity in technical aspects of infectious diseases including malaria;
- (2) A minimum of ten (10) years of professional experience managing and implementing public health program in developing countries with at least five years' experience in infectious diseases. The incumbent will also have experience in working with and advising senior officials, and managing programs without direct, on-site supervision;
- (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) Must have comprehensive knowledge of the concepts, principles, techniques and practices of infectious disease issues and the strategies most effective for implementing these interventions;
- (5) Must have practical knowledge of health services and the international/national/local infectious diseases response;
- (6) Able to plan, develop, manage and evaluate important and complex programs.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: 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: February 17, 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."*

