



## **Announcement**

**No. 2 / 2566**

### **Job vacancy for translator at the Royal Thai Embassy in Amman (short-term position)**

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The Royal Thai Embassy in Amman wishes to announce a job vacancy for a short-term position of translator, details as follows.

#### **1. Position**

One (1) position of translator: Arabic to English and English to Arabic (short-term position).

#### **2. Salary**

800 JOD per month.

#### **3. Employment period**

19 March – 30 September 2023.

#### **4. Job Descriptions**

- Translating documents (Arabic to English and English to Arabic).
- Performing as interpreter (Arabic to English and English to Arabic).
- Conducting study and/or research on the topics related to the work of the Royal Thai Embassy in Amman (i.e. political, economic and social issues of Jordan, Iraq and Palestine).
- Coordinating and corresponding with other governmental, private and international agencies related to the work of the Royal Thai Embassy in Amman.
- Handling secretarial tasks when need arises.
- Assisting in consular works as assigned to do.
- Undertaking other tasks as assigned to do.

#### **5. Qualifications**

- (1) Any nationality who can legally be employed and work in Jordan.
- (2) In good physical and mental health.
- (3) Good command of Arabic and English languages (written, speaking, reading and listening).
- (4) Proficiency in translating Arabic to English and English to Arabic.
- (5) Bachelor degree or above in any fields.

## **6. Required documents**

(1) Completed application form with one (1) passport-sized photograph taken in the past 6 months.

(2) A copy of National ID (for Jordanian) or a copy of valid passport and valid residency and work permits, as applicable, in Jordan (for non-Jordanian).

(3) A copy of academic certificates.

(4) Recommendations and/or references (preferable).

## **7. Application and selection process**

(1) Application submission date: from 16 February – 7 March 2023. Any interested applicant must submit the application form and relevant documents in PDF file to the e-mail: [thaiembassy.amm@mfa.go.th](mailto:thaiembassy.amm@mfa.go.th) under the subject “Job Application”.

(2) Announcement of the qualified and eligible applicants on 9 March 2023 via Embassy's Facebook Page @RTEAmman and Website <https://amman.thaiembassy.org>.

(3) Qualified applicants must take written tests (translation from Arabic to English and English to Arabic) and interview in person on 12 March 2023 at the Royal Thai Embassy in Amman, 8 Ahmad Ya'qoub Al-Awamleh Street, Abdoun, Amman.

(4) Announcement of the selected applicant on 15 March 2023 via Embassy's Facebook Page: @RTEAmman and Website: <https://amman.thaiembassy.org>.

(5) Start working on 19 March 2023.

8. For any further inquiries, please contact the Royal Thai Embassy in Amman through e-mail: [thaiembassy.amm@mfa.go.th](mailto:thaiembassy.amm@mfa.go.th) or by phone: +962 6 590 3888 ext. 112.

Royal Thai Embassy,  
Amman.

16 February B.E. 2566 (2023)

