



**ROYAL THAI EMBASSY
PRETORIA**
248 Hill Street, Arcadia, 0083
Pretoria, South Africa
Tel. +27 12 342 5470

Announcement Job Vacancy: Consular Assistant

The Royal Thai Embassy wishes to announce a job vacancy for the position of Consular Assistant, with details as follows:

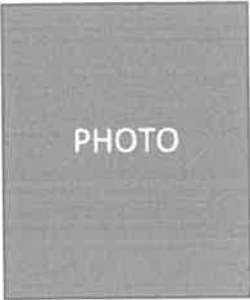
- 1. Position :** Consular Assistant
- 2. Monthly Salary :** 1,155 USD, with one year renewable contract
- 3. Qualifications**
 - 3.1 Bachelor's Degree
 - 3.2 Excellent command of English and Thai.
 - 3.3 Computer literate.
 - 3.4 Strong communication and Interpersonal skills.
 - 3.5 Good attitude.
 - 3.6 Possess required visa / residence permit for working in South Africa.
 - 3.7 Following characteristics are considered as an asset for the applicant.
 - a. Work experience in Embassy, or other relevant organizations.
 - b. Social media skills.
- 4. Job Descriptions/ Responsibilities**
 - 4.1 Facilitate the processing of Thai ordinary passport, emergency passport, and emergency travel document applications as well as emergency travel document applications.
 - 4.2 Facilitate the processing of Thai birth certificate, marriage certificate, divorce certificate, and death certificate.
 - 4.3 Facilitate the processing of the renewals of the Thai ID cards
 - 4.4 Sort and process documents submitted to the Consular Affairs section on a daily basis.
 - 4.5 Maintenance of Thai ID card processing machines and passport machines.
 - 4.6 Answer the incoming telephone calls and emails for the Consular Affairs section.
 - 4.7 Perform field work with the Consul such as prison visits, mobile consular services, and rescue of the Thai nationals.
 - 4.8 Perform official duties related to the Embassy's mission upon request.

Note: Consular Officers and staff may be required to work late hours and / or weekends and holidays

Interested applicant are requested to submit a copy of (1) Application form with current photo (2) I.D. card/passport with proof of long-term residency permit in South Africa (3) Educational transcript and/or relevant certificates (4) Curriculum Vitae and (5) A cover letter in English providing information on background and intention of working at the Embassy via email at consular.pre@mfa.go.th by 15 September 2023.



Application Form



Job Position

Name Mr./Mrs./Miss.....

Date of Birth/...../..... **Sex** F / M

Nationality..... **Religion**.....

Marital Status

Current Address.....

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Mobile Number **Email Address**

Education

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Work Experience

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Relevant Skills

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