



Announcement **Job Vacancy: Clerk**

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

1. Position: Clerk

2. Monthly Salary: starting at 11,241 ZAR

3. Minimum Qualifications

- 3.1 Diploma in Administrative Management or any other relevant fields.
- 3.2 Excellent command of English
- 3.3 Computer literate
- 3.4 Strong communication and interpersonal skills
- 3.5 Good attitude and open to wide ranging responsibilities
- 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 an Embassy, or other relevant organisations
 - b. Social media skills.

4. Job Descriptions/ Responsibilities

- 4.1 Manage and organise Ambassador and Deputy Chief of Mission schedule on a weekly to monthly basis.
- 4.2 Organise and coordinate meeting appointments/courtesy calls with government sectors, business organisations, political parties, Diplomatic Missions and International Organisations.
- 4.3 Liaise with the government sectors, political parties, Diplomatic Missions and International Organisations accredited to South Africa.
- 4.4 Maintain database for the Embassy's VIPs contact details and update internal telephone directory.
- 4.5 Assist in arranging the Embassy's functions and National Days.
- 4.6 Attend the meetings for the Royal Thai Embassy upon request.
- 4.7 Coordinate, liaise, and follow up with Embassy's contractors.
- 4.8 Perform any additional tasks of the Royal Thai Embassy upon request.

Interested applicants are requested to submit a copy of (1) Application Form with current photo (not over than six months) (2) I.D. card/passport (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 office.pre@mfa.go.th by **Monday 23 September 2024**.

Announced on 10 September B.E. 2567 (2024)

A handwritten signature in black ink, appearing to read 'M. Pratoomkaew', written in a cursive style.

(Mungkorn Pratoomkaew)
Ambassador