



JOB VACANCY

Part-time Political and Economic Assistant on Ukrainian Affairs
(1 position)

Main responsibilities

- To undertake research and report on Ukrainian political, economic, commercial business, trade and any developments, which are of relevance to Thailand's interests in Ukraine as well as the European Union;
- To develop and maintain contacts with the government officials, business people, diplomatic corps members, media corps members as well as organization in Ukraine in order to promote Thai interests;
- To assist consular officer in general consular work such as responding or aiding enquiries on consular services from Ukraine;
- To translate Ukrainian documents into English

Other possible assignments

- To assist in general office administrative work;

Duration and Terms of Employment

- Duration of employment from 1 October 2021 to 30 September 2022 (with possibility of extension);
- Part-time position, required to work 3 days a week;
- Payment is 200.00 PLN Brutto / Day;

Qualifications

- Currently studying in University, Bachelor's Degree graduate or above;
- Good knowledge of and ability to use Microsoft Office, website applications, and social media;
- Good command of written and spoken English and Ukrainian language;
- Command of written and spoken Polish would be advantageous;
- Ability to work under pressure, to set priorities, as well as handle multiple assignments simultaneously.
- Presentable personality with polite, energetic, enthusiastic, and service-minded attitude;

Interested applicants are invited to send an application letter along with the following documents:

- A curriculum vitae (CV) or a résumé;
- A recent photo (taken not more than 6 months);
- A copy of a transcript;
- A copy of an education certificate;
- A copy of an identification card and a passport;
- A letter of reference;
- Household registration;

The deadline for submission of the application and documents is 17 September 2021.

Shortlisted candidates will be contacted by 20 September 2021 for a further interview.

Contact:

Royal Thai Embassy, Willowa 7, 00-790 Warszawa, Poland

Phone Number: (48-22) 849-2655

E-mail: contact@thaiemb.pl

(Please indicate "Job Vacancy Application" in the subject of the e-mail)