



ANNOUNCEMENT
of the Royal Thai Embassy, Kathmandu
No. 13 /2564
on
'Vacancy for a clerk position'

Job description

- Supports functions of the Embassy, such as receiving guests at the airport, despatching mails, receiving diplomatic pouches at the airport with officers, communicating with visitors and authorities
- Coordinates Nepali concerned authorities for facilitating and assisting Thai Nationals in Nepal
- Assists the immediate supervisors as per their instructions
- Performs other tasks as assigned

Qualifications

- Completed higher secondary education or higher in any fields
- Excellent command of Nepali and English languages (Knowledge of the Thai language is not required. but it can be helpful.)
- Proficiency in Microsoft Office and other IT systems
- Excellent communication skills, service mind, and positive attitude towards work
- Ability to work in team, and readiness to work overtime and travel outside Kathmandu Valley

Remuneration

Net monthly salary is 20,800 NPR.

Duration of the contract

1 year (1 October 2021-30 September 2022), extendable upon performance.

Required documents

1. Filled-in application form and a passport-size photograph thereto attached
2. Curriculum Vitae
3. A copy of passport bio-data page and ID card
4. A copy of degrees or certificates

If available, prospective candidates may submit other documents to strengthen their application such as language test scores and letters of recommendation.

Application period

Please submit required documents via e-mail at econ.ktm@mfa.mail.go.th between **6 - 23 August 2021**. Kindly note that late submission will not be accepted.

Selection procedures

Short-listed applicants will be invited to an interview and written examination on the same day, for which the time and venue will be informed individually.

Royal Thai Embassy,
Kathmandu
6 August B.E. 2564 (2021)



APPLICATION FORM
For the 'Clerk' position
Royal Thai Embassy, Kathmandu

Date

1. Personal Information

First Name Family Name
Date of Birth Age Nationality Religion
Passport No. ID Card No.
Marital Status Spouse's Name
Permanent Address
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Tel. No. Mobile E-mail

2. Academic Information

2.1 Higher secondary

Institution's name
Major Subject Degree

2.2 Undergraduate

Institution's name
Major Subject Degree

2.3 Graduate

Institution's name
Major Subject Degree

3. Work Experiences

3.1 Job title Dates (mm-yyyy): From to

Company's name

Main duties

3.2 Job title Dates (mm-yyyy): From to

Company's name

Main duties

4. Please briefly explain the reason of applying for this position.

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I certify that the above information is correct and complete and have hereto attached:

- ☐ Curriculum Vitae ☐ A copy of passport bio-data page and ID card
☐ A copy of degrees / certificates ☐ Others

Please note that all the applications must be submitted by **23 August 2021, 16.30 hrs.** via e-mail at **econ.ktm@mfa.mail.go.th** only. For further questions, please call Tel. 014371410 ext. 16 or send an e-mail to the said account.

Signature
(.....)