



Permanent Mission of Thailand to the United Nations
Announcement No. 1/2568
Position Opening: Clerk (1 position)

The Permanent Mission of Thailand to the United Nations is seeking applications from qualified individuals for the following position:

1. Position / Salary

Position	Clerk
Salary	3,199.- U.S. dollars/month
Start date	1 October 2025

2. Job Description

2.1 Contact and coordinate with the United Nations, relevant government agencies, private sector, academia and the civil society in Thailand and from other countries

2.2 Draft notes, official documents, memorandums, diplomatic cables, e-mails as assigned

2.3 Administer clerical work and other duties as assigned

3. Qualifications

3.1 Holding U.S citizenship or U.S. permanent resident (green card), or having qualifications to satisfy the requirements for obtaining U.S. work visa

3.2 Graduated with a bachelor's degree or higher

3.3 Fluent in written and spoken English. Knowledge of Thai is desirable

3.4 Proficient computer skills including Microsoft Word, Excel, and other internet related softwares with fast and accurate typing

3.5 Having great organizational skills with attention to detail

3.6 Having good communication and interpersonal skills, a service-mind, and positive attitude

4. Application Process

4.1 Submit an application with required documents via e-mail thaimission.nym@mfa.go.th (Subject: Recruitment – Clerk) or in person at the Permanent Mission of Thailand (136 East 39th Street, NY 10016) during the Mission’s business hours (Monday to Friday 9.30-17.30 hrs.) by 17.30 hrs. on 11 September 2025 (Eastern Standard Time).

4.2 For further inquiries or questions, please call +1 212 754 2230 ext. 893 (Naratip)

5. Required Documents

- 5.1 Employment application form (as attached)
- 5.2 Resumé or curriculum vitae
- 5.3 Copy of diploma
- 5.4 Copy of education records
- 5.5 Copy of U.S. Passport, Green Card, or work visa (if applicable)
- 5.6 Copy of employment verification letter or work training certificate (if applicable)
- 5.7 Other documents deemed relevant

6. Selection Process

Written examination and Interview

7. Application and Selection Period (Eastern Standard Time)

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|-------------------------------|---|
| 22 August - 11 September 2025 | - Application submission |
| 12 September 2025 | - Announcement of qualified applicants |
| 13 September 2025 | - Written Examination (submitted via e-mail) |
| 15 September 2025 | - Interview |
| 16 September 2025 | - Announcement of successful and reserve candidates |

****Candidates who cannot attend the interview at the Permanent Mission of Thailand to the United Nations, please explain in the application****

Qualified applicants, successful and reserve candidates will be announced on the Mission’s website <https://unmissionnewyork.thaiembassy.org> >Announcement > Employment Opportunities. Should applicants and successful candidates or reserve candidates been found that

they do not possess qualifications in this announcement, the applicant/candidate will be disqualified.

The successful candidate is required to submit a report of criminal records search from his/her state of residence to the Embassy within 30 days from the employment's commencement date. The Embassy reserves the right to terminate the employment should there be criminal records that may affect the work of the Embassy.

Announced on 22 August 2025

(Signed)

(Cherdchai Chaivaivid)

Ambassador

Permanent Representative of Thailand to the United Nations