



**Permanent Mission of Thailand to the United Nations**  
**Announcement No. 5/2568**  
**Position Opening: Security Officer (1 position)**

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

**1. Position / Salary**

Position	Security Officer
Salary	3,162.- U.S. dollars/month
Start date	12 January 2026

**2. Job Description**

- 2.1 Monitor and authorize entrance and departure of members of the Permanent Mission, visitors, and other persons to guard against theft and maintain security of the Permanent Mission premises
- 2.2 Answer alarms and investigate disturbances
- 2.3 Patrol and monitor the Permanent Mission premises to prevent and detect signs of intrusion and ensure security of doors, windows, and entrance area
- 2.4 Inspect and adjust security systems, equipment, and machinery to ensure operational use and to detect evidence of tampering
- 2.5 Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences
- 2.6 Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons
- 2.7 Monitor and adjust controls of main entrance lights as instructed by the Permanent Mission
- 2.8 Prepare premises of daily operations as may be required (e.g. opening main entrance, raising National Flag/ASEAN Flag, sweep/shovel/remove snow and sand walks, building access doors, etc.) for the purpose of ensuring facilities are operational and safe

- 2.9 Secure premises and grounds (e.g. lock doors, turn off lights, take down National Flag/National Flag, etc.) for the purpose of minimizing premises damage and equipment loss
- 2.10 Greet visitors and answer their queries, answer telephone calls to take messages, and provide them with information in a courteous manner
- 2.11 Receive mails and packages and deliver them to the recipients
- 2.12 Support organization of the Mission's functions
- 2.13 Perform other duties as required
- 2.14 Maintain cleanliness and keep the first floor area of the Permanent Mission in a good order
- 2.15 Help maintain cleanliness and keep the drivers' area in the Permanent Mission's basement in good order
- 2.16 If need to leave the security area for any purposes, find a replacement to take place temporarily
- 2.17 Since the role of the security officer at the Permanent Mission is often the first and last to be seen by visitors, the importance of "carrying oneself properly" is highly stressed. The job requires to be in good health and also requires to have the ability to carry more than one task at a time

### **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 Having great organizational skills with attention to detail
- 3.5 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](mailto:thaimission.nym@mfa.go.th) (Subject: Recruitment – Security Officer) or in person at the Permanent Mission of Thailand (136 East 39<sup>th</sup> Street, NY 10016) during the Mission's business hours (Monday to Friday 9.30-17.30 hrs.) by 17.30 hrs. on 20 December 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**

Interview

## **7. Application and Selection Period** (Eastern Standard Time)

- 5 December - 20 December 2025 - Application submission
- 23 December 2025 - Announcement of qualified applicants
- 6 January 2026 - Interview
- 8 January 2026 - 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 be 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 3 December 2025

(Signed)

(Cherdchai Chaivaivid)

Ambassador

Permanent Representative of Thailand to the United Nations