



Permanent Mission of Thailand to the United Nations
Announcement No. 9/2566

Position Opening: Assistant for Political, Diplomatic and Economic Affairs (1 position)

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

1. Position / Salary

- 1.1 Position: Assistant for Political, Diplomatic and Economic Affairs
- 1.2 Starting salary: 3,804 U.S. dollars per month with an increase every year depending on performance + overtime payment where applicable
- 1.3 Hiring start date: 2 January 2024
- 1.4 Working hours: Monday to Friday from 9.30-17.30 hrs. (with a one-hour lunch break)

2. Job description

- 2.1 Assisting Ambassador as may be assigned, which includes scheduling official and personal appointments, coordinating with other Permanent Missions' staff;
- 2.2 Assisting the Mission's office work as assigned, which includes drafting documents and note verbales, attending meetings and writing reports, drafting statements;
- 2.3 Coordinating on banking issues, technical arrangements, property related issues, building maintenance;
- 2.4 Performing other tasks as may be 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 Having been graduated with a bachelor's degree or higher;
- 3.3 Having good verbal communication skills in English;
- 3.4 Having excellent knowledge of office equipment and being computer literate (MS word, MS excel, Adobe Acrobat, etc.) with fast and accurate typing skills;
- 3.5 Having excellent organizational skills and ability to focus in detail;
- 3.6 Having good human relations and coordination skills, being punctual, flexible, reliable, polite, service-minded, and positive attitude.

4. Application process

Interested individuals may submit applications from 5 to 18 December 2023 through email: thaimission.ny@gmail.com (Subject: Recruitment – Assistant for Political, Diplomatic and Economic Affairs) or in person at the Permanent Mission of Thailand located at 136 East 39th Street, NY 10016 during our business hours (Monday to Friday 9.30-17.30 hrs.).

5. Required documents

- 5.1 Employment application form (as attached);
- 5.2 Resumé or curriculum vitae;
- 5.3 Copies of employment verification letters / work training certificates (if available);
- 5.4 A copy of diploma;
- 5.5 Other documents deemed useful for job application.

6. Selection process

Interview

7. Application and selection period

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| 5-18 December 2023 | Application submission |
| 18 December 2023 | Announcement regarding qualified applicants |
| 20 December 2023 | Interview |
| 22 December 2023 | Announcement regarding successful and reserve candidates |

Made on 4 December 2023 *Tharant*

Permanent Mission of Thailand to the United Nations

