

(Unofficial Translation)



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**Royal Thai Embassy's Announcement  
No. 3/2569  
Position Opening Political Assistant (1 position)**

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The Royal Thai Embassy in Washington, D.C. is seeking applications from qualified individuals for the following opening position:

**1. Position/Salary**

Position	Political Assistant
Salary	4,032.00 U.S. dollars/month
Probationary period	3 months

**2. Job Descriptions**

- 2.1 Research, monitor and provide analytical summary on political and economic development as well as foreign policies in Thailand and the U.S. from the media
- 2.2 Analyze news, articles and other documents to be posted on the Embassy's websites and social media
- 2.3 Attend and draft a summary of congressional hearings and seminars as assigned
- 2.4 Draft political reports and prepare information for meetings and interviews with the media
- 2.5 Coordinate with U.S. and Thai government agencies, private sector, academia, and NGOs
- 2.6 Support administrative work of the Political Section including managing budget, documentation as well as site preparation for various activities
- 2.7 Perform other duties as assigned

**3. Qualifications**

- 3.1 Must have lawful residency status and be legally authorized to work for compensation in the U.S.
- 3.2 Bachelor's degree or higher in related fields and knowledgeable in politics and international relations
- 3.3 Ability to collect data and analyze political issues
- 3.4 Very good verbal and written communication skills in English. Language skills in Thai would be useful
- 3.5 Good typing skills in English, as well as good computer literacy and the ability to use basic programs, including internet related and Microsoft Office

3.6 Skills in making PowerPoint presentations and infographics

3.7 Professionalism and teamwork

**4. Application Process**

4.1 Submit the application and all related documents to [embassy\\_job@thaiembdc.org](mailto:embassy_job@thaiembdc.org) by 30 January 2026 at 5 p.m. (Eastern Time-ET)

4.2 For inquiries or questions, please call during official business hours at 202-944-3600 ext. 818, or email [embassy\\_job@thaiembdc.org](mailto:embassy_job@thaiembdc.org)

**5. Required Documents**

5.1 Application Form (as attached) with 1x1 inch photo (must be taken no more than six months)

5.2 Resumé

5.3 Copy of U.S. Passport or Green Card

5.4 Copy of Education Records

5.5 Copy of Employment Verification Letters or Work Training Certificates

(Optional)

5.6 Copy of other documents that would support the application.

**6. Selection Process**

Written Examination and Interview

**7. Application and Selection Period (Eastern Time-ET)**

Now – 30 February 2026

- Application Submission

2 February 2026

- Announcement regarding Qualified Applicants

6 February 2026

- Written Examination and Interview

9 February 2026

- Announcement regarding Successful and Reserve Candidates

**\*\*Candidates eligible for the written examination and interview are required to attend in person at the Royal Thai Embassy on the designated date and time. Failure to attend will be considered a waiver of the candidate's eligibility.**

Qualified applicants, successful and reserve candidates will be announced on the Embassy's website <https://washingtondc.thaiembassy.org>. If it is found that qualified applicants and successful candidates or reserve candidates do not possess all the qualifications set 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.

Announcement made on 12 January 2026

(Signed)

(Penprapa Poomarin)

Minister-Counsellor/ Head of Chancery

## Application Form

(Please complete this form and submit with required documents by **30 January 2026**)

### I. Personal Information

**First Name** ..... **Last Name** .....

**Nickname** .....

**Date of birth** (DD/MM/YY) ...../...../..... **Age** .....

**Gender**      ☐ Male      ☐ Female

**Thai ID Card Number / Passport** .....

**Expiration Date** ...../...../.....

**Nationality**      ☐ Thai      ☐ Others (please specify) .....

**Citizenship**      ☐ Thai      ☐ Others (please specify) .....

**Current Address Street Address** .....

**Apt./Suite** ..... **City** ..... **State** ..... **ZIP Code** .....

**Home Phone** ..... **Mobile Phone** .....

**Fax** ..... **E-mail** .....

**Highest Degree Earned – Area of Study – Major – Minor**

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**Marital Status**   ☐ Single   ☐ Married   ☐ Divorced

### II. Education

#### High School

**Name of School** ..... **State** .....

**Start Date** ..... **End Date** ..... **Grade Point Average** .....

#### Bachelor's Degree

**Name of University/College** ..... **State** .....

**Start Date** ..... **End Date** ..... **Grade Point Average** .....

#### Other Education/Training

.....  
.....  
.....

Photo

1" x 1"

APPLICATION P1  
NAME.....

**III. Special Skills/Abilities** (Please mark the correct statement with ✓ or fill in the blanks)

**Computer Skills**

- ☐ Microsoft Word    Level    ☐ Proficient    ☐ Advanced    ☐ Intermediate    ☐ Basic  
☐ Microsoft Excel    Level    ☐ Proficient    ☐ Advanced    ☐ Intermediate    ☐ Basic  
☐ PowerPoint    Level    ☐ Proficient    ☐ Advanced    ☐ Intermediate    ☐ Basic  
☐ Adobe Acrobat    Level    ☐ Proficient    ☐ Advanced    ☐ Intermediate    ☐ Basic  
☐ Others (please specify)  
     ..... Level    ☐ Proficient    ☐ Advanced    ☐ Intermediate    ☐ Basic  
     ..... Level    ☐ Proficient    ☐ Advanced    ☐ Intermediate    ☐ Basic

**Language**

☐ **English**

- Conversation    Level    ☐ Proficient    ☐ Advanced    ☐ Intermediate    ☐ Basic  
 Reading    Level    ☐ Proficient    ☐ Advanced    ☐ Intermediate    ☐ Basic  
 Writing    Level    ☐ Proficient    ☐ Advanced    ☐ Intermediate    ☐ Basic

☐ **Thai**

- Conversation    Level    ☐ Proficient    ☐ Advanced    ☐ Intermediate    ☐ Basic  
 Reading    Level    ☐ Proficient    ☐ Advanced    ☐ Intermediate    ☐ Basic  
 Writing    Level    ☐ Proficient    ☐ Advanced    ☐ Intermediate    ☐ Basic

☐ **Other Language (please specify) .....**

- Conversation    Level    ☐ Proficient    ☐ Advanced    ☐ Intermediate    ☐ Basic  
 Reading    Level    ☐ Proficient    ☐ Advanced    ☐ Intermediate    ☐ Basic  
 Writing    Level    ☐ Proficient    ☐ Advanced    ☐ Intermediate    ☐ Basic

**Other Special Skills/Abilities/Honors**

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 .....

**IV. Work Experience**

**Work Experience**    ☐ Yes    ☐ No    **Number of Year of Work Experience** .....

**Current Employer/Past Employer:**

- 1. Name of Employer** ..... **Position/Duty** .....  
**Address of Employer** .....  
**Reference Contact** ..... **Tel./E-mail** .....  
**2. Name of Employer** ..... **Position/Duty** .....  
**Address of Employer** .....  
**Reference Contact** ..... **Tel./E-mail** .....

**APPLICATION P2**  
 NAME.....

**V. Others**

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**Please describe 3 of your outstanding attributes.**

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**Please explain reasons/motivation in applying and how you would be suitable for the position.**

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**Emergency Contact**

**Name** ..... **Last Name** .....

**Address** .....

**Mobile Phone** ..... **E-mail:** .....

**Relation to the applicant** .....

**How did you hear about this position?** .....

**Written examination and interview on 6 February 2026**

☐ I can attend in person at the Royal Thai Embassy (1024 Wisconsin Ave, N.W., Suite 401 Washington, D.C. 20007)

I have the qualifications required by the Embassy

**I hereby certify that the information on this application form is true and correct.**

**Signature** .....

**Print Name** (.....)

Applicant

Date ...../...../.....

**APPLICATION P3**  
NAME.....