

(Unofficial Translation)



*Royal Thai Embassy*  
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Tel. (202) 944-3600 Fax. (202) 944-3611

**Royal Thai Embassy's Announcement**  
**No. 33/2566**  
**Position Opening Clerk (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	Clerk
Salary	3,391.00 U.S. dollars/month

**2. Job Description**

- 2.1 Contact and coordinate with relevant U.S. and Thai government agencies, private sector, academia, and the civil society.
- 2.2 Draft notes, official documents, memorandums, diplomatic cables, e-mails according to assigned duties and frameworks.
- 2.3 Administer clerical work and other assigned duties.

**3. Qualifications**

- 3.1 Eligibility: U.S. Citizenship or U.S. Permanent Resident (Green Card)
- 3.2 Bachelor's degree or higher
- 3.3 Very good verbal and written communication skills in Thai and English.
- 3.4 Computer literacy and the ability to use basic programs; Microsoft Office, Excel and other internet related softwares
- 3.5 Have good interpersonal skills, a service mind, and positive attitude

**4. Application Process**

- 4.1 Please submit an application and all related documents through email at [embassy\\_job@thaiembdc.org](mailto:embassy_job@thaiembdc.org). Deadline is 15 August, 2023 at 17.00 hrs. (Eastern Time).
- 4.2 For further inquiries or questions, please call 202-944-3600 extension 818 (Mrs. Nuttaporn Zimmerman).

## **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 /Work Training Certificates  
(optional)
- 5.6 Other documents deemed relevant

## **6. Selection Process**

The written examination will be conducted to assess the candidates' language proficiency in both Thai and English as well as general administrative abilities. ***(Please bring your own laptop)***. This will be followed by an individual interview.

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

- Now – 15 August 2023 - Application Submission
- 17 August 2023 - Announcement regarding Qualified Applicants
- 21 August 2023 - Written Examination and Interview
- 24 August 2023 - Announcement regarding Successful and Reserve Candidates

**\*\*Candidates who cannot attend the written exam and the interview at the Royal Thai Embassy please indicate with explanation in the application\*\***

Qualified applicants, successful and reserve candidates will be announced on the Embassy's website [www.thaiembdc.org](http://www.thaiembdc.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 1 August 2023

(Signed)  
(Waramon Waruttama)  
Minister-Counsellor/Head of Chancery



### Application Form

(Please complete this form and submit with required documents by Tuesday, August 15, 2023)

#### 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** .....

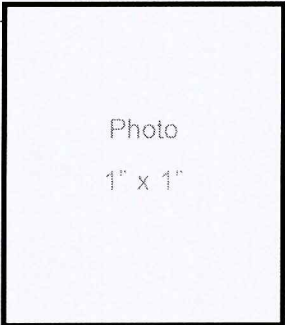
**Apt./Suite** ..... **City** ..... **State** ..... **ZIP Code** .....

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

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

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

**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**  
 .....  
 .....  
 .....

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**

.....  
.....

**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** .....

**V. Others**

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

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

APPLICATION P2

NAME

Royal Thai Embassy, Washington, D.C.

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

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

**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 21 August 2023**

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

I am unable to attend in-person at the Royal Thai Embassy because.....  
.....

I have the qualifications as 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