

(Unofficial Translation)



*Royal Thai Embassy  
1024 Wisconsin Avenue, N.W., Suite 401  
Washington, D.C. 20007  
<http://www.thaiembdo.org>  
e-mail: [thai.wsr@thaiembdo.org](mailto:thai.wsr@thaiembdo.org)  
Tel. (202) 944-3600 Fax. (202) 944-3611*

**Royal Thai Embassy's Announcement  
No. 2 / 2568  
Position Opening Clerk (Protocol Section) (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 (Protocol Section)
Salary	3,199.00 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 Coordinate protocol-related tasks in different dimensions including diplomatic privilege and immunity, rules and regulations, note verbale transmitting royal messages, high-level exchanges of letters, and correspondence between personage of the two countries across occasions, as well as closely coordinate with the Office of the Chief of Protocol, U.S. Department of State, in handling important documents.

2.3 Prepare and organize the Embassy's official ceremonies, diplomatic receptions, and various activities, which includes drafting invitations, printing tent cards and menus, arranging seating plans, and stocking up beverages.

2.4 Facilitate high-level delegations from Thailand visiting the U.S., especially immigration-related paperwork and transportation, security administration both upon arrival and departure.

2.5 Draft notes, official documents, memorandums, diplomatic cables, e-mails according to assigned duties and frameworks.

2.6 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 Proficiency in spoken and written Thai and English

3.4 Computer literacy and the ability to use basic programs; Microsoft Office, Excel and other internet related software

3.5 Good human relation skills, service-mind, and positive attitude

#### **4. Application Process**

4.1 Please submit an application and all related documents through Email: [embassy\\_job@thaiembdc.org](mailto:embassy_job@thaiembdc.org). Deadline is 28 February, 2025 at 17.00 hrs. (Eastern Time – ET).

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 that would support the application.

#### **6. Selection Process**

Written Examination and Interview (***Bring your own laptop***)

The written examination will be conducted to assess the candidates' language proficiency in both Thai and English as well as general administrative knowledge.

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

Now – 28 February 2025	- Application Submission
4 March 2025	- Announcement regarding Qualified Applicants
6 March 2025	- Written Examination and Interview
7 March 2025	- Announcement regarding Successful and Reserve Candidates

**\*\*Candidates who cannot attend the written exam and the interview in person at the Embassy on the above date and time will be disqualified\*\***

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 23 January 2025

(Signed)  
(Penprapa Poomarin)  
Minister-Counsellor

### Application Form

(Please complete this form and submit with required documents by Friday, February 28, 2025)

#### 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 .....

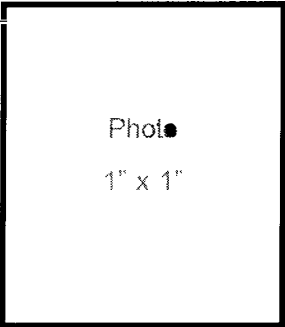
Home Phone ..... Mobile Phone .....

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

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.....  
.....

#### 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

APPLICATION PI  
NAME

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.**

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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 March 2025**

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**  
FORM