



JOB VACANCY

Job title: CONSULAR ASSISTANT

Job Description

- Assist Consul in rendering effective consular services, particularly in safeguarding the interests and well-being of Thai nationals in Myanmar;
- Liaise with Myanmar government officials especially from MOFA, Police, Immigration, Customs, MOHA, Prisons, Hospitals, Office of Attorney General, and the Court;
- Perform other work related duties as assigned by Consul

Qualifications

- Myanmar or Thai nationals;
- Bachelor's Degree holder (or higher) in any field;
- An experience in working/ coordinating with Myanmar government offices is considered favorably;
- Very good command of Thai, Myanmar and English;
- Extensive knowledge of IT systems, Internet, Facebook and key Microsoft office applications including Word, Excel and PowerPoint;
- Must be able to work with team, work under pressure, overtime and travel out of Yangon;
- Must be honest, reliable and self-motivated;
- Good personality and interpersonal skills.

Application Channel: Interested persons are invited to submit their CVs, recent passport size photos, transcripts/certificates, household registrations, and identification cards to the Royal Thai Embassy, electronically, via Email: thaiembassygn@gmail.com, **by 3rd Febuary 2019.** (Please indicate topic: Apply for Consular Assistant)

Contact Person: Ms. Kyal Dagoon (Dao), Tel. 09695031300 or Fax +951 221713

Royal Thai Embassy, Yangon
21 January 2019