

**URGENT**



**Announcement**  
**No. 8/2565: Job Vacancy**

The Royal Thai Embassy in Nairobi is seeking to recruit for 2 Administrative Assistant positions.

**1. Job Description**

- 1.1 Consular/Political/Economic/Development
- 1.2 Liaising with the Embassy's counterpart agencies (public and non-public agencies) on bilateral/multilateral relations
- 1.3 Providing administrative and logistic support for the Embassy's diplomats such as correspondence, event-planning, travel arrangement, coordination, project management, meeting arrangement, etc.
- 1.4 Other works as assigned by the Embassy.

**2. Required Qualifications**

- 2.1 Age between 22-35 years old in good health condition and with fluency in English.
- 2.2 Bachelor's Degree holder (its equivalent)/or above
- 2.3 Kenyan national or holder of a valid permanent residence permit allowing a full-time employment in the Republic of Kenya
- 2.4 Good administrative and IT skills (A working knowledge of Microsoft Word and Excel is essential. Website management and graphic design skills will be advantageous.)
- 2.5 Highly organized, able to take initiative and to work within deadlines
- 2.6 Serviced-mind, good human relations, good teamwork, flexibility in working hours and willingness to contribute

**3. Remuneration** 500.- USD/month, and overtime

**4. Application** Please send an E-mail to [admin.nib@mfa.go.th](mailto:admin.nib@mfa.go.th) (with the subject "Job Application") attaching (1) Curriculum Vitae with contact information (email address, telephone number), (2) photograph (taken within the last 6 months), (3) copy of national ID card or valid permanent residence permit, (4) copy of Bachelor's Degree certificate/or higher, (5) letter of recommendation from university supervisor /or previous employment (if any)

**5. Deadline is 3 October 2022**

**6. Examination Process** Shortlisted candidates who pass an initial screening by the Embassy's committee will be invited to take an interview and/or written examination either in person at the Embassy or other means as deemed convenient for both sides (such as e-mail or video conference). Date and time for an interview will be communicated only to those qualified via e-mail or telephone. Further inquiry can be made to e-mail address: [admin.nib@mfa.go.th](mailto:admin.nib@mfa.go.th)

Royal Thai Embassy,  
Nairobi.  
20 September B.E. 2565 (2022)

A red circular stamp of the Royal Thai Embassy in Nairobi. The stamp contains the text "ROYAL THAI EMBASSY, NAIROBI" around the perimeter and Thai script in the center. A blue ink signature is written over the stamp.