



Announcement of the Royal Thai Embassy, Maputo
Subject: Job Vacancy – Economic and Development Cooperation Assistant

The Royal Thai Embassy in Maputo invites applications from suitably qualified candidates for the position of **Economic and Development Cooperation Assistant**. The successful candidate will work closely with Embassy officials, particularly the Head of Chancery, in supporting the Embassy's economic diplomacy, development cooperation activities, official coordination, administrative operation, and consular services.

1. Employment Conditions

- 1.1. Fixed-term contract till 30 September 2027, with the possibility of renewal subject to satisfactory performance and the Embassy's operational requirements.
- 1.2. Monthly salary: MZN 32,670.00.
- 1.3. Working hours: Monday to Friday, from 09:00 to 17:00 hrs. (35 working hours per week, excluding lunch breaks).
- 1.4. The successful candidate will be subject to a three-month probationary period.

2. Main Duties and Responsibilities

2.1. Economic Affairs and Research

- Monitor and conduct research on economic, trade, investment, and development-related issues in Mozambique and other countries under the Embassy's jurisdiction.
- Prepare summaries, analytical reports, briefing notes, and background information on relevant economic and political developments.
- Assist in identifying opportunities for promoting bilateral trade, investment, and economic cooperation between Thailand and Mozambique.

2.2. Development Cooperation

- Assist in the planning, coordination, implementation, and monitoring of the Embassy's development cooperation projects.
- Coordinate with relevant government agencies, local institutions, project partners, and other stakeholders.
- Assist in preparing project proposals, progress reports, and other relevant documentation.

2.3. Coordination and Administrative Support

- Support the Head of Chancery in coordinating the Embassy's official activities and day-to-day administrative matters.
- Liaise with Mozambican government authorities, diplomatic missions, international organisations, and private-sector representatives.
- Assist in preparing official correspondence, diplomatic communications, meeting notes, and briefing materials.
- Coordinate appointments, meetings, official visits, and events, including logistical arrangements and follow-up actions.
- Maintain records, correspondence, contact lists, and relevant documentation.
- Provide translation and interpretation support between English and Portuguese, as required.

2.4. Consular and Other Duties

- Assist Embassy officials in providing consular services and responding to general enquiries.
- Support the organisation of Embassy activities, official functions, and public diplomacy initiatives.
- Perform other duties as assigned by the Embassy.

3. Qualifications and Requirements

3.1 Be a Mozambican national or a foreign national legally authorised to work in Mozambique.

3.2 Hold at least a bachelor's degree in Economics, International Relations, Political Science, Development Studies, Public Administration, Management, Law, Social Sciences, or a related field.

3.3 Demonstrate excellent written and spoken proficiency in English and Portuguese.

3.4 Possess strong research, analytical, report-writing, communication, and organisational skills.

3.5 Be proficient in Microsoft Office applications, particularly Word, Excel, PowerPoint, and Outlook.

3.6 Demonstrate initiative, professionalism, integrity, discretion, and the ability to handle confidential information.

3.7 Be highly organised, detail-oriented, proactive, and capable of managing multiple tasks and priorities under pressure.

3.8 Be able to work independently with minimal supervision and effectively as part of a multicultural team.

3.9 Possess strong interpersonal skills and the ability to communicate professionally with government officials and external stakeholders.

3.10 Be willing to work outside normal office hours and undertake official travel when required.

3.11 Hold a valid driving licence (optional) and can drive car for the Embassy when it is necessary after getting instruction for Head of Chancery or the Ambassador.

3.12 Have no criminal record.

4. Application and Selection Process

4.1. Cover letter outlining their interest in the position and relevant qualifications.

4.2. Completed application form.

4.3. Updated Curriculum Vitae (CV).

4.4. Copies of academic diplomas, certificates, and/or transcripts.

4.5. Copy of national identification card or passport and valid work authorisation, where applicable.

4.6. Copy of valid driving licence, if available.

4.7. Recommendation letters from previous employers, if available.

5. Submission of applications Interested applicants must submit their applications, together with all required supporting documents, **in person only** to the following address:

Royal Thai Embassy, Maputo
Avenida Julius Nyerere, No. 4317
Maputo, Mozambique

Submission hours: Monday to Friday, 09:00–16:00 hrs.

Application deadline: Wednesday, 11 November 2026, at 15:00 hrs. (Maputo local time).

Applications submitted by email will not be accepted.

For further information or enquiries regarding the recruitment process, applicants may contact the Embassy by email at thaiembassy.mpm@mfa.go.th

6. Assessment and interview

6.1. Only shortlisted candidates will be contacted and invited to participate in a written and/or practical assessment and an interview.

6.2. The assessment may include English and Portuguese proficiency, analytical writing, research skills, and administrative coordination exercises.

6.3. Any offer of employment will be subject to satisfactory reference checks, security screening, medical clearance, and applicable employment requirements.

Royal Thai Embassy
Maputo
27 October B.E. 2569 (2026)

