



Announcement of the Royal Thai Embassy, Maputo
Subject: Job vacancy for a position of Clerk

The Royal Thai Embassy is seeking expressions of interest from qualified persons for a **Clerk (full time)** with details as follow:

1. Employment conditions

- 1.1 The starting salary is **30,800 Meticais per month**.
- 1.2 Working hours are **Monday to Friday, from 09:00 to 17:00 hrs**.
- 1.3 Annual leave is in accordance with the Embassy's official holiday schedule.
- 1.4 The successful candidate will be subject to a **three-month probation period**.

2. Main duties and responsibilities (not all-inclusive)

- 2.1 Provide **administrative and clerical support** to Embassy operations.
- 2.2 Assist in **visa and consular services**, including handling applications, documentation, and client coordination.
- 2.3 Support **protocol duties**, including coordination of official visits, meetings, and events. Also, occasional field visits (airport, hospital, government offices).
- 2.4 Assist with **airport logistics arrangements**, including reception and facilitation of official guests and delegations.
- 2.5 Maintain accurate records, filing systems, and documentation in both physical and digital formats.
- 2.6 Communicate with relevant authorities, partners, and service providers.
- 2.7 Perform other duties as assigned by supervisors.

3. Qualifications required

- 3.1 Mozambican national.
- 3.2 Hold at least a **university degree or equivalent qualification**.
- 3.3 Have a minimum of **two years of relevant work experience** in administration, clerical work, or related fields; **exceptionally qualified fresh graduates may be considered on a case-by-case basis**.
- 3.4 Possess a good understanding of **office procedures and administrative systems**.
- 3.5 Have **no criminal record**, be in good health, and be able to perform duties in a

reliable and responsible manner.

3.6 Demonstrate **fluency in Portuguese** and a **good command of English**, both spoken and written.

3.7 Exhibit strong **organizational skills, attention to detail**, and the ability to manage multiple tasks effectively.

3.8 Show a **positive attitude**, cultural awareness, and the ability to work collaboratively as part of a team.

3.9 Be willing and able to **work overtime when required**.

Preferred Qualifications:

- Experience in **administration, customer service, or legal/immigration-related work**.
- Knowledge of the **Thai language** or familiarity with Thai culture.
- Experience working with **international organizations or diplomatic missions**.

4. Application and assessment process

4.1 Documents:

4.1.1 Application form.

4.1.2 Resume in English.

4.1.3 Copy of national identification card.

4.1.4 Copy of educational certificates

4.1.5 1-2 Recommendation letter (s) from previous employer (s) (strongly required).

4.1.6 Medical certificate (issued within the last 3 months). The applicant may submit this after the interview.

4.1.8 Police clearance certificate (criminal record check) (issued within the last 3 months) - the applicant may submit this after the interview.

The application form can be downloaded at <http://maputo.thaiembassy.org>. Applications must be submitted in person during 09:00 - 16:00 hrs. at the Royal Thai Embassy in Maputo, Av. Julius Nyerere 4317 Maputo, by **Monday, 11 May 2026 at 15:00 hrs.**

4.2 Only shortlisted candidates will be contacted and invited for an **interview and assessment**.

4.3 The successful candidates will be contacted before **13 May 2026**.

4.5 For any further inquiries, please email: thaiembassy.mpm@mfa.go.th

