



## **Announcement of the Royal Thai Embassy, Maputo**

### **Subject: Job vacancy for the position of Development Cooperation and Consular Assistant**

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The Royal Thai Embassy is seeking expressions of interest from qualified persons for a **short-term position of Development Cooperation and Consular Assistant** with details as follow:

#### **1. Employment conditions**

- 1.1 Short-term contract for a period of one year, with a possibility of renewal depending on completion of work.
- 1.2 Salary is 30,800.00 Meticais per month.
- 1.3 Working hours are Monday - Friday from 09.00 - 17.00 hrs. (35 hours / week).
- 1.4 Successful candidate will be subject to a three-month probation period.

#### **2. Main duties and responsibilities**

- 2.1 Assist Embassy officials in the coordination, management, and implementation of development cooperation projects.
- 2.2 Assist Embassy officials in the provision of consular services.
- 2.3 Provide quality research, analysis and report on assigned topics.
- 2.4 Perform other duties, as required.

#### **3. Qualifications required**

- 3.1 A Mozambican national or holder of residence permit allowed to work legally in Mozambique.
- 3.2 Minimum of bachelor's degree or equivalent in development, political science, social science, economics, management, liberal arts, law, or a related field.
- 3.3 Previous work experience is desirable but recent graduates are encouraged to apply.

3.4 High proficiency (spoken and written) in both English and Portuguese.

3.5 Have positive attitude, determination, eagerness to learn, problem-solving skills, understanding of cultural diversity, and able to work well as part of a team.

3.6 Have strong ability to work with consistency, accountability and minimal supervision, as well as to plan, organize, schedule, coordinate and prioritize tasks under pressure.

3.7 Able to perform overtime occasionally.

3.8 Have a valid driving license.

3.9 Have no criminal record.

#### 4. Application and interview process

##### 4.1 Documents:

4.1.1 Cover letter.

4.1.2 Application form.

4.1.3 Curriculum Vitae (CV).

4.1.4 Recommendation letter (s) from previous employer (s) (if available)

4.1.5 Copy of National Identification card or passport with working visa.

4.1.6 Copy of driving license.

4.1.7 Copy of relevant diploma, certificate and / or transcript.

The application form can be downloaded at <http://maputo.thaiembassy.org>. Applications must be submitted in person between 09:00 - 16:00 hrs. at the Royal Thai Embassy, Av. Julius Nyerere 4317 Maputo, before 23 February 2024.

4.2 Only shortlisted candidates will be invited to take an assessment and interview at the Embassy during 26-28 February 2024.

4.3 Offer of employment will be subject to the successful candidate passing security vetting procedures, medical clearances and reference checks.

