

Announcement of the Royal Thai Embassy in Helsinki
Subject: Job recruitment for the Embassy's local staff_Clerk

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The Royal Thai Embassy in Helsinki wishes to recruit a local staff, details as follows:

1. Position's details

- 1.1 Clerk
- 1.2 Starting salary: 1,782 euros per month
- 1.3 Start working from 1 December 2021

2. Responsibilities

- 2.1 Prepare documents in Thai, Finnish, and English
- 2.2 Information and public relations work on the Embassy's social medias
- 2.3 Update information on the Embassy's website
- 2.4 Coordinate various activities to support the missions of the Embassy
- 2.5 Administrative work
- 2.6 Ceremonies and receptions work
- 2.7 Other tasks as assigned

3. Qualifications

- 3.1 Minimum educational qualification Bachelor's degree or equivalent, not being in the middle of the study
- 3.2 Good listening, speaking, reading, and writing skills in Thai, Finnish and English
- 3.3 Good computer skills. Able to use Microsoft Office (Word/Excel/Power Point/Access) Website's information making, photo shooting/editing, graphics design and video editing skills will be taken as a special consideration
- 3.4 Have a positive attitude to work as a team. Responsible and dedicated to the government work
- 3.5 Have flexibility in working hours

4. Required documents

- 4.1 An application form with a 2-inch photo.
- 4.2 Personal summary and career history with work certificates (if any)
- 4.3 A copy of educational evidence (Transcript)
- 4.4 A copy of language certificates (if any)
- 4.5 For a Thai nationality person, a copy of Thai ID card or Thai passport
- 4.6 For non-Thai nationality person, a copy of passport or Finnish resident permit card
- 4.7 Other documents that will benefit job application

5. Application and recruitment examinations

- 5.1 Submit the application form and all related documents by e-mail to chancery@thaiembassy.fi by 29 October 2021 (Finland local time)
- 5.2 For more information, please contact chancery@thaiembassy.fi
- 5.3 Announce the eligible applicants for the recruitment examination on 4 November 2021. The recruitment examination (Written exam and interview) will be held at the Royal Thai Embassy on 10 November 2021
- 5.4 Announce the successful applicants who have passed the recruitment examination as well as the applicants on a reserve list on 15 November 2021 and will be ready to start working on 1 December 2021 with a 3-month probation period

Royal Thai Embassy
Helsinki
12 October 2021