



Job Vacancy Announcement

Royal Thai Embassy, Helsinki

The Royal Thai Embassy, Helsinki is recruiting for the position of a Clerk in the Consular Section as a local employee, with the following details

1. Details on Job position

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| 1.1 Position | Clerk (Consular Section) |
| 1.2 Availability | 1 (one) |
| 1.3 Period | Work begins as soon as the selection process is concluded or as agreed upon by both parties, with a probationary period of 6 (six) months. |

2. Terms of Reference

2.1 Responsible for providing consular services of the Embassy, including visa services, Thai passport services, civil registration, legalization services, document certifications, and assistance to Thai nationals in distress within the Republic of Finland and Republic of Estonia.

2.2 Promoting activities and relations between the Embassy and Thai communities in the Republic of Finland and Republic of Estonia.

2.3 Providing information and promoting the Embassy's consular activities and other related activities to Thai nationals and local community through websites, social media, email, and phone calls.

2.4 Performing other Embassy related tasks as assigned.

3. Qualifications

3.1 Has residency in the Republic of Finland.

3.2 Educational qualification of bachelor's degree, equivalent, or higher, and must not currently enrolled in studies.

3.3 Has good proficiency in listening, speaking, reading, and writing skills in Thai, English, and Finnish.

3.4 Has good proficiency in basic computer programs and functions, including but not exclusively, Microsoft Office, Internet literacy, basic social media

3.5 Has good service mind, human relation skill, positive attitude and view on civil services

/ 3.6 Be flexible...

3.6 Be flexible in working hours, including urgent overtime and emergency, as requested and officially assigned.

3.7 Experiences in field related to terms of reference will be considered.

4. Documents required for application

4.1 Application Form and 1 (one) photos (2 inches)

(Download from: helsinki.thaiembassy.org)

4.2 Curriculum Vitae

4.3 Copy of Passport/National ID Card, and Copy of proof of residency

4.4 Copy of academic transcript and relevant educational qualifications.

4.5 Other supporting documents, i.e. Letter of reference (if available)

5. Recruitment Process

5.1 Send the application form along with required documents via email to: chancery@thaiembassy.fi. Applications are accepted from now on.

5.2 The Royal Thai Embassy will contact applicants with complete qualifications to interview. The Embassy will select one applicant from the interview process and confirm as qualified. Once an applicant is qualified, the application will be closed

