



**Announcement**  
**Job Vacancy: Clerk**

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The Royal Thai Embassy, Bandar Seri Begawan will recruit suitable candidate for the following opening position:

**1. Position/Salary/Commencement date**

Position	Clerk
Salary	1,224 Brunei Dollars per month
Tentative Commencement Date	1 October 2025
Probation Period	3 months

**2. Scope of responsibility**

- 1) Provide administrative support to consular section, including answering phone calls, managing office inventories, and filing;
- 2) Handle applications of Visa, Passport, Legalization, and provide assistance to Thais in distress;
- 3) Facilitate in updating daily operation statistics; and
- 4) Perform other duties as assigned.

**3. Qualification**

- 3.1 Be Brunei citizen or Thai citizen with Brunei Permanent Resident (red/purple I.C.);
- 3.2 Be 18 - 45 years of age;
- 3.3 Bachelor degree in any field;
- 3.4 Good command of English (be able to communicate in Thai or/and Malay language will be advantageous);
- 3.5 Strong computer literacy and the ability to use basic computer software (i.e. Microsoft Office);
- 3.6 Available to work after hours, during weekends or holidays, and able to travel when requested;
- 3.7 Possess good human relationship, politeness, positive attitude and efficiency and uphold good ethic and moral.

#### **4. Application Process**

4.1 The Embassy must receive the application and all related documents by 2 September 2025 at 17.00 hrs.;

4.2 Submit application to:

- In person or by post (office hours: 9.00 – 12.00 hrs. and 13.30 – 17.00 hrs.) at Royal Thai Embassy No.15 Simpang 42, Jalan Elia Fatimah, Kampong Kiarong, BSB
- or by email at: [thaiembassy.bwn@mfa.go.th](mailto:thaiembassy.bwn@mfa.go.th)

4.3 For enquiry, please call 2653108-9

#### **5. Required documents**

5.1 Application Form (as attached) with 2x2 inch photo (must be taken no more than six months);

5.2 Resumé;

5.3 Copy of Thai national ID Card or passport or Brunei I.C.;

5.4 Copy of educational certificates;

5.5 Copy of employment testimonial/reference letter (if any);

Note: Applicants must present original documents to the Embassy on the day of the interview.

#### **6. Selection Process**

5.1 The list of qualified applicants for the written test and interview will be announced on the Embassy's website <https://bsb.thaiembassy.org/> on 4 September 2025;

5.2 The test and interview will take place at the Embassy during 8-10 September 2025 during 10.00 – 12.00 hrs. and 14.00 – 17.00 hrs.;

5.3 The list of the selected candidate will be announced on the Embassy's website <https://bsb.thaiembassy.org/> on 12 September 2025.

#### **Remarks:**

\* Applicants who cannot attend the test and interview on the above dates and time will be disqualified

\*\* The Embassy reserves the right to change the dates of announcement and test if there is any unexpected circumstance.

\*\*\* Selected candidate is required to submit a report of criminal records from the Royal Brunei Police Force Department to the Embassy before the end of probation period.

Royal Thai Embassy,  
Bandar Seri Begawan.  
19 August B.E. 2568 (2025)

