



Announcement

No. 2/ 2569

Subject: Job Opportunity for the Position of Administrative Clerk

The Royal Thai Embassy is seeking qualified candidates for the position of Administrative Clerk (2 positions).

1. Opening position;

- 1.1 **Administrative Clerk (2 positions):** Full-time, indefinite-term employment contract under Romanian Labour Code
- 1.2 **Salary:** Starting at **990 EUR gross per month** and other benefits

2. Job description and responsibility;

- 2.1 Perform administrative duties, including arranging meetings, drafting correspondence, coordinating with the Embassy's contacts, and supporting Embassy projects.
- 2.2 Prepare reports on current affairs and gather information on assigned subjects.
- 2.3 Provide administrative and logistical support for Embassy activities and events.
- 2.4 Assist in consular services work, including supporting routine consular operations and related administrative tasks, as assigned.
- 2.5 Coordinate effectively with colleagues and external partners in a multicultural working environment.
- 2.6 Perform other duties as assigned by the Royal Thai Embassy.

3. Qualification;

- 3.1 University degree or equivalent.
- 3.2 Romanian national or holder of a valid legal residence permit allowing the applicant to reside and work legally in Romania on a full-time basis.
- 3.3 Excellent command of English and Romanian or Thai, both written and oral.
- 3.4 Strong administrative, organizational, analytical, and time-management skills.
- 3.5 Proficient computer literacy, particularly in Microsoft Office programs, and ability to operate general office equipment.

3.6 Good communication and interpersonal skills, with the ability to work independently and as part of a team in a high-pressure, multicultural environment.

3.7 Ability to work flexible hours when required.

3.8 Clear criminal record.

4. Application process:

Applicants shall submit the required documents **in person, by post, or via email** as follows:

• **In person or by post:** Royal Thai Embassy, Bucharest 12 Vasile Conta Street, Sector 2, Bucharest 020953 Tel.: 021-311-0031 Submission hours: Monday–Friday, 09:00 – 17:00 hrs.

• **Via email:** Send to thaiembassy.buh@mfa.go.th Email subject: **Application for the position of Administrative Clerk**

5. Required documents:

5.1 Curriculum Vitae (CV)

5.2 1x1 inch color photo taken no longer than 6 months

5.3 Copy of a valid Romanian ID card

5.4 Academic transcripts (Bachelor's Degree) and relevant documentation of prior education could be provided for further consideration.

5.5 Recommendation letters from former employer (s) (if any) Candidates may include additional supporting documentation if that might assist the Embassy's consideration.

6. Recruitment timeline:

9 – 25 January 2026 Application submission

27 January 2026 Interview

28 January 2026 Announcement of the final result

2 February 2026 Start working date

List of candidates who are eligible for the interview and the final result will be announced on the Royal Thai Embassy's website <https://bucharest.thaiembassy.org> and Facebook page Royal Thai Embassy, Bucharest. In case of any changes, the Royal Thai Embassy will notify the applicants at the earliest opportunity.

