



Announcement

No. 1 /2565

Subject: Job opening for the position of Administrative Clerk

The Royal Thai Embassy wishes to recruit a staff for the position of
“Administrative Clerk” with the following details:

1. Opening position:

- 1.1 Job Title: Administrative Clerk
- 1.2 Salary: 592 Euro/month (gross) with a 3-month probation period

2. Qualification:

- 2.1 University degree or equivalent; not currently enrolled in a full-time study
- 2.2 A legal residence permit allowing to reside and work legally in Romania on a full-time basis
- 2.3 Excellent written and oral language skills of English and Romanian (Thai would be an advantage)
- 2.4 Proficiency in computer literacy, especially in all Microsoft Office programs, and an ability to operate general office equipment
- 2.5 Positive attitude towards public service; integrity; being responsible and enthusiastic in providing service with politeness. Good interpersonal skills with an ability to work in a team
- 2.6 Able to work both in the office and outside; able to work flexible hours and on holidays
- 2.7 Physically fit; no serious medical and mental conditions
- 2.8 Not being under work suspension or being dismissed by government authorities; not being bankrupt and having no criminal records

3. Main responsibilities:

- 3.1 Consular services such as visa, legalization, Thai civil registration, passport issuance, protection of Thai nationals abroad, coordinating with Thai communities, public relations, answering incoming calls and emails and providing information on related issues.
- 3.2 Perform administrative work such as arranging meetings, drafting letters, coordinating with relevant Romanian, Bulgarian, and Thai public and private sectors.
- 3.3 Prepare reports on current affairs and gathering information on any assigned subjects.
- 3.4 Perform any additional tasks of the Royal Thai Embassy as requested.
- 3.5 Relevant work experience in embassies and international organizations are particularly desirable.

4. Required documents:

- 4.1 Application form (as attached) and one 1x1 inch color photo taken no longer than 6 months
- 4.2 Curriculum Vitae (CV)
- 4.3 Copies of valid ID card and passport
- 4.4 Copies of academic transcripts and relevant academic certificates
- 4.5 Recommendation letters from former employer(s) (if any)

5. Application process:

Applicants shall submit application forms and the above-mentioned required documents via email at thaiembassy.BUH@mfa.go.th until 31 July 2022. The Royal Thai Embassy will pre-select the candidates based on their documents and will announce the short-listed candidates who are eligible for the written exam and interview in due course.

6. Application timeline:

Today - 31 July 2022	Application submission
1 August 2022	Announcement of short-listed candidates
8 August 2022	
09.30 – 11.30 hrs.	Written exam
13.30 – 16.30 hrs.	Interview

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

