



**ROYAL THAI EMBASSY
SANTIAGO**

Vacancy Announcement: Consular Assistant

The Royal Thai Embassy is seeking eligible and qualified applicants for the position of Consular Assistant. Details are as follows:

<u>Job Title:</u>	Consular Assistant
<u>Type of Contract:</u>	Temporary contract (1 October 2024 – 30 September 2025)
<u>Working Hours:</u>	Monday – Friday, 09.00 – 17.00
<u>Location:</u>	Royal Thai Embassy in Santiago, Avenida Americo Vespucio Sur 100, Piso 15 Las Condes, Santiago
<u>Salary:</u>	1,311 USD / month

Qualifications:

- 1) Education: Bachelor degree or above
 - 2) Language: Fluent in English and Spanish, having good command of Thai is an advantage.
 - 3) Computational skills:
 - Proficiency in basic programmes such as Microsoft Word, Microsoft Excel
 - Knowledge of website and social media management
 - 5) Able to effectively liaise with local authorities
 - 6) Positive attitude with service mind, hardworking, trustworthy, responsible, attentive to accuracy and detail, can work as a team
 - 7) Ready to start working from 1 October 2024
- *** All nationalities are welcome. Applicant who is not a Chilean national must possess a residence permit in Chile when applies. ****

Job Description:

- 1) Receiving visa applications, verifying supporting documents, and supporting the interview of consular applicants
- 2) Updating visa and other information on the Embassy's official website and/or social media platforms
- 3) Assisting the Consular Section in the consular-related areas, including the protection of Thai nationals
- 4) Performing administrative functions such as answering emails, drafting correspondences, and liaising with local authorities
- 5) Other tasks assigned by the Embassy

Required Documents:

- 1) Employment Application
- 2) Curriculum vitae
- 3) Motivation letter
- 4) Copy of National Identification Card/Passport and residence permit
- 5) Copy of diplomas/university degrees and transcripts
- 6) Recommendation letters (if any)

Please submit the documents listed above via email **por.kh@mfa.go.th**

Deadline for submission is on **16 September 2024**

Selection Process:

The Embassy will invite only selected applicants for an interview. Timeline for the selection process is as follows:

23 September 2024: Announcement of applicants invited for the interview

25 September 2024: Interview of applicants

27 September 2024: Announcement on the outcome of the selection process

All announcements will be communicated to the applicants directly via email, and will also be published on the Royal Thai Embassy's Facebook page.

