



**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:

|                                 |                                                                                                      |
|---------------------------------|------------------------------------------------------------------------------------------------------|
| <b><u>Job Title:</u></b>        | Consular Assistant                                                                                   |
| <b><u>Type of Contract:</u></b> | Temporary contract<br>(1 October 2025 – 30 September 2026)                                           |
| <b><u>Working Hours:</u></b>    | Monday – Friday, 09.00 – 17.00                                                                       |
| <b><u>Location:</u></b>         | Royal Thai Embassy in Santiago,<br>Avenida Americo Vespucio Sur 100, Piso 15<br>Las Condes, Santiago |
| <b><u>Salary:</u></b>           | 1,360 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 2025
- \*\*\* *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 **15 September 2025**

**Selection Process:**

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

**22 September 2025: Announcement of applicants invited for the interview**

**25 September 2025: Interview of applicants**

**26 September 2025: 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 website.

4 September 2025 (B.E. 2568)

