

(Unofficial translation)

Announcement of the Royal Thai Consulate-General in Fukuoka

No 4 /2569

Subject: Call for Applications for Contract-Based Employment to Assist with Consular Affairs

The Royal Thai Consulate-General in Fukuoka intends to hire an individual on a contractual basis (independent contractor) to assist with consular affairs, including administrative duties as well as tasks related to Japanese-Thai and Thai-Japanese, or Japanese-English and English-Japanese translation. Accordingly, interested applicants who meet the prescribed qualifications are invited to submit his/her application. The scope of work and further details are as follows:

1. Scope of Services to be Procured

1.1 Provide information and respond to inquiries related to consular affairs, particularly visas and legalization services, through in-person inquiries at the Royal Thai Consulate-General, by telephone, and via the Consulate-General's social media channels, including Facebook, email, and Line Official, as well as at mobile consular service locations. All assigned tasks must be completed within each working day, with no backlog remaining.

1.2 Prepare information, translate news, and compile summaries of significant news from the 13 prefectures under the jurisdiction of the Royal Thai Consulate-General, including content used for the Consulate-General's security and safety advisories. All assigned tasks must be completed with no backlog remaining by the last business day of each month. In the case of urgent assignments, all tasks must be completed on the day such assignments are received.

1.3 Provide services for receiving and processing applications related to visa and legalization services, as well as passports, emergency travel documents, and Thai civil registration. All applications must be processed with no backlog remaining by the last business day of each month. In the case of urgent matters, all applications must be processed on the day they are received.

1.4 Provide Japanese-Thai and Thai-Japanese, or Japanese-English and English-Japanese translation services, including interpreting for officers and staff members of the Royal Thai Consulate-General in activities such as the protection and assistance of Thai nationals in distress, as well as liaison with relevant Japanese authorities. All translation tasks must be completed with no backlog remaining by the last business day of each month. In the case of urgent assignments, all tasks must be completed on the day such assignments are received.

1.5 Provide general administrative support for the Royal Thai Consulate-General. All assigned tasks must be completed with no backlog remaining by the last business day of each month. In the case of urgent assignments, all tasks must be completed on the day such assignments are received.

1.6 Provide other consular-related services, such as driving services in support of consular duties for officials and staff members of the Royal Thai Consulate-General, as necessary.

2. Duration and benefits

The contract period shall be from February to September 2026. Remuneration will be paid on the last business day of each month, at a rate not exceeding 255,375 yen per month, subject to the completeness and satisfactory performance of the assigned duties.

3. Qualifications

3.1 Hold a bachelor's degree or higher.

3.2 Have good command of Japanese and either English or Thai, with proficiency in listening, speaking, reading, and writing.

3.3 Be proficient in basic computer applications, such as MS Office Word, Excel, and PowerPoint. Knowledge and skills in IT and the use of social media will be considered an advantage.

3.4 Legally reside in Japan and hold a valid status of residence or visa that permits employment under this contract.

3.5 Have knowledge of consular affairs. Relevant experience will be considered an advantage.

3.6 Possess additional experience or special skills beneficial to the services provided, such as holding a valid Japanese driver's license.

3.7 Must not have been disqualified or barred from participating in government procurement due to corruption, fraud or misconduct.

3.8 Must not have been dismissed, discharged or removed from a state enterprise or any other organizations.

3.9 Must not have engaged in fraudulent conduct in any recruitment examination or employment process for government service or any other organizations.

4. Selection Process

4.1 Applicants are required to submit the following documents:

- (1) Curriculum Vitae (in Thai, Japanese or English)
- (2) Valid identification documents (e.g., copy of passport, national identification card, or driver's license), and a residence card in the case of non-Japanese applicants
- (3) One recent front-facing photograph (taken within the past six months)
- (4) Evidence of educational qualifications and proof of language proficiency
- (5) Evidence of work experience and documentation of other relevant skills or special qualifications (if any)

4.2 Application Submission: Applicants shall submit all documents listed in Item 4.1 above via email to thaiconsulate.fuk@mfa.go.th no later than 17.30 hours on Wednesday, 21 January 2026.

4.3 Announcement of Qualified Applicants: The list of applicants who meet the qualifications to proceed to the selection process will be announced on **Thursday, 22 January 2026**, on the Royal Thai Consulate-General's website: <https://fukuoka.thaiembassy.org>.

4.4 Announcement of Selection Results: The results of the selection process will be announced on **Friday, 30 January 2026**, on the Royal Thai Consulate-General's website: <https://fukuoka.thaiembassy.org>.

4.5 Further Information: For further information, please contact **Ms. Tananya Ichimura** at **092-739-9088** or via email at thaiconsulate.fuk@mfa.go.th

Announced on 9 January B.E. 2569 (2026)

(Mr. Kosol Satithamajit)

Consul-General