



**(Urgent)**  
**Service Contract Announcement**  
**(Consular Assistant Providing Service)**

The Royal Thai Embassy Islamabad wishes to hire a position for Consular Assistant Service. The job offers a lump sum service fee of 30,000 Pakistani Rupee per month. The successful applicant is expected to start working from 7 November 2018 – 30 September 2019. The qualifications for this job are as follows:

**Responsibilities**

- Carrying out a variety of academic and administrative tasks
- Processing consular documents and liaising with the relevant authorities concerned
- Making a report on relevant news and stories in Urdu and English
- Assisting in organizing a trip or program of visit, and arranging meetings/appointments
- Assisting with incoming diplomatic visa requests and giving advice on protocol matters
- Keeping/filing a contact list of all key agencies

**Qualification**

- Nationality: Pakistani or Thai (*For Thai: must have residence in Pakistan*)
- Education: Bachelor's degree or above
- Languages: Fluency in Urdu and English
- Competencies: Computer and Microsoft Office literate
- Presentable personality with polite and service minded attitude
- Possess abilities to search, collect, and analyze data/information
- Strong organization and time management skills
- Team work oriented but with a capacity to work independently
- Willing to work with more assignments even after working hours as required by the Embassy

**How to apply**

Interested candidates are invited to submit their applications along with a copy of CNIC card, a copy of degree certificate, recent resume, any documents of job certificate or training paper (if any) to [consular.isb@mfa.go.th](mailto:consular.isb@mfa.go.th) by Thursday 1 November 2018 at the latest. Kindly indicate code CA2018 followed by your full name and last name in the subject line. Name list of applicants will be posted at the consular section of the Royal Thai Embassy.

**Selection process**

Applicants will be pre-screened as per their qualification and resume or interview (if necessary); Only the successful applicant will be contacted by 3 November 2018 to enter into a service contract with the Embassy at the appointed date.

**Date of announcement**

5 November 2018 on [www.thaiembassy.org/islamabad](http://www.thaiembassy.org/islamabad)

