



**Royal Thai Embassy,  
Islamabad.**

**Announcement**

**Job Opportunity: Assistant to the Political and Economic Sections**

The Royal Thai Embassy in Islamabad is hiring one full-time Assistant to Political and Economic Sections.

**Job Descriptions:**

- Provide daily technical and operational support to the political and economic sections of the Embassy
- Prepare quality in-depth political and economic research reports
- Write correspondences
- Cultivate and maintain working-level contacts across all political and economic sectors of Pakistan
- Facilitate and coordinate events, meetings and ceremonies as directed by officers

**Qualifications:**

- At least Bachelor Degree from a higher education institution
- Work experience in related fields will be beneficial
- Good communication and presentation skills
- High proficiency in speaking/reading/writing of English and Urdu is required
- Excellent computer skills including Word, Outlook, Excel, Power point
- Strong analytical skills on Pakistan political, economic and social situations
- Strong skill in written and visual content development for social media platforms is an advantage
- Hard working, flexible and able to work as a team
- Intercultural competence

**Required Documents and Deadline:**

- To apply for the position, please send your application in English with **one file in pdf-format** consisting of (1) cover letter (2) CV (3) proof of relevant education/official transcript and (4) example of two-page analysis report in English to email: [office.isb@mfa.go.th](mailto:office.isb@mfa.go.th) **Any applications not fulfilling the criteria items (1) to (4) will not be considered.**
- Deadline for submitting the application is **5 June 2023**

**Additional Information:**

- The application that does not provide all the required documents or late application will not be considered. Those applications will not be returned but will be destroyed.
- Only qualified applicant will be invited for an in-person interview
- Travel expenses in connection with the interview cannot be reimbursed
- The chosen applicant will start **working in the position on 4 July 2023 with a 3-month probation period.**

