



Announcement

The Royal Thai Embassy in Astana

No. 3 /2565

Recruitment of Assistant for Political, Diplomatic and Economic Affairs

The Royal Thai Embassy wishes to announce the recruitment of the position of Assistant for Political, Diplomatic and Economic Affairs with details as follows:

Job Description

- 1) Monitor news and provide analytical reports on political and economic issues and developments in Kazakhstan, Kyrgyzstan and Tajikistan.
- 2) Translate documents, news, articles, and correspondences from Kazakh/Russian into English and vice versa.
- 3) Coordinate with the government and private sectors in Kazakhstan, Kyrgyzstan and Tajikistan, as well as draft the related paperwork.
- 4) Assist in the Embassy's administrative and logistical tasks such as matters relating to banking and finance, transport and hotels.
- 5) Assist in managing the Ambassador's schedule, appointments, and activities.
- 6) Assist in other tasks assigned by Embassy officials.

Qualifications

- 1) Graduated with at least a Bachelor's Degree with good analytical and research skills.
- 2) Fluent in English, Russian and Kazakh languages in all skills.

3) Competent in basic computer programmes such as Microsoft Word, Microsoft Excel, and PowerPoint.

4) Is hardworking, trustworthy, polite and responsible, with good teamwork spirit.

Salary

194,290.00 Tenge per month.

The candidate will be responsible for his/her own income tax payment. The candidate's obligatory pension payment will be deducted from his/her salary by the Embassy and paid to the concerned authorities. The Embassy will be responsible for the candidate's obligatory social security and health insurance payments.

Initial Contract 1 November 2022 - 30 September 2023.

Period

Interested candidates are invited to apply by submitting the following documents: (1) Curriculum Vitae with one photo taken no later than 6 months; (2) Copies of Transcripts and Degree(s); (3) Copy of I.D. card or passport; (4) One-page Letter of Intent, outlining reasons why the applicant is suitable for this position; (5) proof of vaccination against COVID-19; and (6) Contact details. Documents should be sent by email to thaiembassy.tse@mfa.go.th by **15 October 2022**. Applicants will be invited for interviews at the Embassy. For further information, kindly contact telephone number +7 7172 926 440 between 09.30 - 12.00 hours and 14.00 - 17.00 hours from Monday to Friday.

Royal Thai Embassy,
Astana
3 October B.E. 2565 (2022)

