

Scope of job training for Embassy Trainees/Interns

Trainees and interns, unless especially specified, are expected to be assigned to different sections of the Embassy on a rotation basis (each period lasts around 2-4 weeks). The scope of job training in each section is inclusive of the following areas of work.

1. Consular Section

- Visa and passport application processes
- Legalization and other Embassy's legal services
- Assistance to Thai nationals in Malaysia

2. Administrative Section

- Response to phone calls and emails
- Matters related to correspondence in and out of the Embassy
- Diplomatic pouch and cargo
- Financial matter

3. Political, Economic and Socio-Cultural Section

- Daily news briefing
- Coordination with Thai students in Malaysia
- Coordination work related to visiting delegations
- Diplomatic reports

4. Office of Labour Affairs

- Rules and regulations related to working in Malaysia
- Advice and assistance for Thai labourers in Malaysia

5. Office of Commercial Affairs

- Coordination relating to activities for the promotion of international trade

In addition to training of work of different sections, all trainees and interns are also expected to assist or be attached to members of the Embassy's staff when organizing activities such as receptions or projects or visit of high-level delegations, where applicable.

Royal Thai Embassy,
Kuala Lumpur.
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