

Announcement of the Royal Thai Embassy in Malaysia

No. 16/2564.

on the Recruitment of Political Assistant

**1. Position:** Political Assistant

To assist political and economic sections of the Embassy. To provide high quality report and analysis on political and socio-economic development of Malaysia and Thailand - Malaysia bilateral relations.

**2. Qualifications:**

- Education: Bachelor degree or above.
- Language: Fluent in English and Malay.
- Have good understanding and in-depth knowledge of Malaysian politics, as well as background of regional and international relations.
- Strong interpersonal skills, including the ability to be professional, courteous and deal directly with key players at a senior level both inside and outside the Embassy.
- Able to deal effectively and successfully with multiple tasks and respond to multiple competing demands and set priorities.
- Must have flexibility to work after office hour or on weekend and holiday and be able to work independently without close supervision.

**3. Job Descriptions**

- Monitor and make report on Malaysian politics as well as related bilateral issues between Thailand and Malaysia.
- Assist officers in establishing new relationships with governmental and non-governmental agencies.
- Set up appointment for officers and interpret, as necessary.
- Maintain and organize contact database and might require to prepare basic diplomatic note.
- Translate documents from Malay to English and English to Malay as required.
- Perform related duties as assigned.

**4. Documents to be submitted**

- Complete CV with photo
- National ID or passport
- Copy of diplomas and transcripts
- A sample of your writing
- Recommendations and/or references

**5. Starting monthly salary (MYR) 2,834 (plus other benefits)**

## 5. Call for Applications

Please submit the documents listed above via email [thai@thaiembassy.my](mailto:thai@thaiembassy.my) by 24 January 2022 (until 17.00 hrs.).

## 7. Selection Process

Only short-listed applicants will be invited for interview. If you do not receive any communication from the Embassy within two weeks after the close of application, please consider your application unsuccessful.

Announced on 29 December 2021



(Piyapin Niyomrerks)  
Chargé d'Affairs