



**ANNOUNCEMENT**  
**Royal Thai Embassy in Lima**  
**No. 4/2565**  
**Vacancy for Project-based Consular Affairs Assistant**

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The Royal Thai Embassy in Lima invites applications for one (1) Project-based Consular Affairs Assistant.

**Submission of Application Date:** 5 – 16 September 2022

**Job Description**

- Assess applications for Thai visas in accordance with related Thai policy and regulations;
- Prepare reports, case-notes, interview notes, correspondence and other materials in relation to visa matters;
- Collect and compile visa statistics and information on a monthly basis;
- Liaise with local authorities, government agencies, companies and banks in relation to consular and visas issues;
- Deal with queries from a range of clients and stakeholders, especially visa applicants by phone email and in person;
- Provide translation and interpretation of English/Spanish languages as required; and
- Other related tasks as assigned by Embassy's officers

**Qualifications**

- Bachelor's Degree from a recognized university in any field **or**
- Diploma/Associate's Degree in related field with the minimum of 3 years related professional experiences
- Excellent command of English and Spanish languages in all skills; and
- Relevant work experience will be advantageous.

**Competencies**

- Proficiency in the use of Microsoft Office programs and other IT systems;
- Experience in coordinating with Peruvian and relevant government agencies, local authorities, Embassies, companies and banks;
- Knowledge in local immigration policies and processes
- Ability to work under pressure with a positive and constructive attitude;
- Ability to work both independently and as part of a team; and
- Ability to work in a client-service environment with excellent communication skills and possess a strong understanding (and experiences) of consular services.

/Required documents...

### **Required Documents**

- Letter of Intent (in English and half-page only) outlining reasons why applicant is suitable for the position;
- Curriculum vitae (in English), with passport-size photo;
- Additional supporting documents to the above-mentioned requirements (e.g., diploma, degree, transcript, certificate, language test score (optional), letter of recommendation (optional) etc.) for the Embassy's consideration; and
- A copy of DNI or ID Card

### **How to Apply**

- Those who are interested in the position should submit their application by e-mail with subject "*Application for the Project-Based Consular Affairs Assistant Position*" to [consular.lim@mfa.go.th](mailto:consular.lim@mfa.go.th) by Friday 16 September 2022. Please note that late applications will not be accepted for consideration.

### **Related Timeline**

<b>Application submission period:</b>	5 – 16 September 2022
<b>Announcement of eligible candidates:</b>	20 September 2022
<b>Exam and first interview:</b>	27 September 2022
<b>Second interview:</b>	29 September 2022
<b>Final result announcement:</b>	30 September 2022

### **Related Information about the Position**

Duration of appointment: 3 October 2022 - 29 September 2023

Basic monthly salary: 950.- US Dollars

Condition: As the position is project-based and temporary, successful candidate must be responsible for employment related expenses as imposed by local authorities such as income taxes, social security, health insurance and pension him/herself. The Embassy will not be responsible for any of the such payments.

