

Vacancy Announcement

Temporary Position – Consular Assistant

The Royal Thai Embassy in Colombo is pleased to invite applications from suitably qualified candidates for the position of **Consular Assistant** on a temporary contractual basis.

Position

Consular Assistant (One Position)

Contract Period

1 July – 30 September 2026

Working Hours

Monday to Friday, 8:30 a.m. – 4:30 p.m.

Remuneration

- Monthly remuneration of **USD 200**
- Appointment will be on a temporary contract basis.
- Please note that **EPF and ETF benefits are not applicable** to this position.

Scope of Duties

The selected candidate will assist the Consular Section in carrying out consular-related functions, including but not limited to:

- Screening and processing of e-Visa applications;
- Assisting with document legalization services;
- Providing administrative support for consular operations;
- Attending to telephone inquiries, responding to email correspondence, and providing information on consular services to applicants and the general public;
- Preparing consular-related reports, maintaining records, and managing documentation;
- Performing other duties as assigned by the Embassy.

Qualifications

Applicants should possess:

- A Bachelor's Degree from a recognized university;
- Excellent command of English, both written and spoken;
- Proficiency in Microsoft Office applications and general computer skills;
- Strong organizational, communication, and interpersonal skills;
- The ability to work effectively both independently and as part of a team.

Application Procedure

Interested candidates are invited to submit a completed application form, Curriculum Vitae (CV), and supporting documents, including copies of relevant educational qualifications, via email to:

consular.cmb@mfa.go.th

Application Period

Applications will be accepted from **12 June to 19 June 2026**.

Selection Process

Applications will be reviewed by the Embassy, and only shortlisted candidates will be contacted. Notification of shortlisting will be sent to the email address provided in the application.

Shortlisted candidates will be invited to attend an interview during office hours between **22 June and 26 June 2026**.

Important Information

The successful candidate will be expected to assume duties on **1 July 2026**. Applicants are therefore kindly requested to ensure their availability to commence employment on the stated date should they be selected.

The Royal Thai Embassy reserves the right to consider only those candidates deemed most suitable for the position and to make the final decision regarding recruitment. The Embassy also reserves the right not to fill the position if no suitable candidate is identified.

For further inquiries, please contact the Consular Section at consular.cmb@mfa.go.th.

Royal Thai Embassy
Colombo, Sri Lanka