



*Royal Thai Embassy,
Ottawa*

**Royal Thai Embassy's Announcement
No. 2 /2564
Employment Opportunity at the Royal Thai Embassy**

The Royal Thai Embassy in Ottawa is seeking eligible and qualified applicants for the following position:

- Position:** Clerk (Political, Economic and Information Affairs Assistant)
- Salary:** CAD\$3,600 monthly starting salary/Yearly increase/ Yearly contract with option to renew/Yearly bonus
- Hours:** Monday to Friday, 9 am – 5 pm (after office hours and weekends if urgent work required with advance notice)
- Location:** Royal Thai Embassy
180 Island Park Drive, Ottawa, ON, K1Y 0A2

Job Descriptions

- Research and analyze political and economic developments and information related to Thailand and Canada
- Prepare and write briefings, articles, newsletters and other documents both in Thai and English for use on websites and social media
- Attend and draft minutes of meetings and summary of seminars as assigned
- Coordinate with Canada and Thai government agencies, private sector, academia, and NGOs
- Prepare letters, memorandums and reports as assigned
- Prepare political and economic section's annual budget proposals and project reports
- Prepare documents for meetings and programs for visiting delegations
- Perform other duties as assigned

Qualifications

- Bachelor's degree or higher in Political Science, Economics, Law or Social Science
- Ability to conduct research, analyze and compile data in related fields
- Strong verbal and written communication skills in Thai and English
- Strong computer literacy and the ability to use Microsoft Office and other computer programs such as Microsoft PowerPoint and infographics
- Ability to work in a team and under a supervisor
- Experience required with references
- Must be a Canadian citizen or permanent resident of Canada

Application Process

Please send resume and cover letter by email to contact@thaiembassy.ca or mail to 180 Island Park Drive, Ottawa, ON K1Y 0A2 **by Friday 16 April 2021**. Short-listed candidates will be contacted to attend a written assessment and interview session on Thursday, 22 April 2021, at 09:30 hrs. – 15.00 hrs. at the Royal Thai Embassy.

**25 March 2021
Royal Thai Embassy, Ottawa**