

No. 19001/1



Royal Thai Embassy
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Announcement

The Royal Thai Embassy is seeking suitable candidates to fill in the following two positions :

1. Economic Analyst/ Deputy Editor-In-Chief and Academic Writer at Thailand – India Business Information Center

Indicative Job Description

- Follow, compile, and analyze information and produce daily report and summary on the current developments of the Indian economy including policies, laws and regulations, trade and industrial situation, and external economic relations from all forms of mass media and other related materials.
- Produce weekly academic article /or short clip providing information on India's current economic potential for the Thai private sector audience interested in investing in or doing business with India.
- Compile database on private sector in India, on matters relating to trade, investment, innovation, information technology and tourism and other mutually beneficial sectors, that is relevant and useful for the Thai private sector.
- Attend economic-related seminars, conference, and other related activities organized by both public and private sector in New Delhi and vicinity, as per assignment of the Embassy.
- Act as Deputy Editor-In-Chief of the website www.thaiindia.net in designing its content which includes topics/issues of interest for the team of contributors/writers to be uploaded to the website.
- Coordinate with Indian private sector and chambers of commerce, governmental agencies, other embassies and diplomatic missions in New Delhi to conduct economic activities of the Embassy and to fulfill the Center's mission.
- Coordinate logistical works as assigned during visits of delegations – both inbound and outbound.
- Other works of the Thailand – India Business Information Center and Embassy as assigned.

Qualifications

- Bachelor or Master's Degree preferably in Economics, International Economics, Economic History, International Development, Political Science, International Relations, Global Affairs, Global Studies, Thai Studies, Southeast Asian and ASEAN Studies. Other Social-Science related degree may also be considered.
- Must not be dismissed for disciplinary reasons from any other Public Services or International Organizations.
- High Degree of English Proficiency (TOEFL 79 to 93 or IELTS of 6.5 in all bands and equivalent or above)

preferable.

Outlook)

- Related work experience, especially at foreign missions in India, is
- Proficient with Microsoft Office including Word, Excel, Powerpoint, and

Special Competencies for the Position

and, should circumstance dictates, out of usual working days and hours

- Possess positive attitude towards teamwork and a willingness to contribute
- Agree to abide by laws, rules, regulations, and codes of discipline of the

Thai government

2. Project Office (PO) at Thailand – India Business Information Center

Indicative Job Description

• Monitor, compile and summarize local economic news reflecting significant development with regards to the Indian economy or Thailand – India economic relations for Embassy's daily update, uploading onto the website www.thaiindia.net and producing a weekly MailChimp to circulate among the subscriber of Thaiindia.net weekly e-newsletter.

• Act as webmaster of the website www.thaiindia.net, including (1) management of information on the website i.e., posting of articles, creating diagrams, graphics, and infographics and acquire suitable images, graphics, and video clips to accompany posts/articles (2) in the event of technical difficulties, to coordinate with website maintenance company (3) .

• Coordinate with the team of Thaiindia.net writers to (1) distribute topics for each month and coordinate the submission deadlines (2) manage their contracts and payment dues.

• Coordinate with other Thai Offices in India and other potential contributors gather of monthly articles and other materials to ensure the regular update of content of website www.thaiindia.net and to keep the website up-to-date

• Manage central electronic email of the center, including regular check of inbox and archive, replying and providing solution promptly and efficiently to business queries when requested especially those regarding doing business in Thailand and India.

• Respond effectively to phone calls and in-person business queries at the Embassy.

• Manufacture and constantly update guideline for email queries.

• Manage and update the central database of the center such as contacts of Indian officials and businesses, issues faced by Thai companies in India and progress in resolving those issues, key Thai investments in India and vice versa.

• Coordinate with Indian private sector and chambers of commerce, governmental agencies, other embassies and diplomatic missions in New Delhi to conduct economic activities of the Embassy and to fulfill the Center's mission.

• Organize activities to improve the efficiency of the Center and services offered by the Center such as (1) brainstorming sessions to obtain new topics of interesting articles or directly from users on social media channels (2) constantly gather feedback information from users.

• Coordinate logistical works as assigned during visits of delegations – both inbound and outbound.

• Other works of the Thailand – India Business Information Center as assigned, especially administrative-focused tasks.

Qualifications

- Bachelor's Degree preferably in Economics, International Economics, Economic History, International Development, Political Science, International Relations, Global Affairs, Global Studies, Thai Studies, ASEAN Studies. Other Social-Science related degree may also be considered. Master's degree is not required but is highly preferable.

- Must not be dismissed for disciplinary reasons from any other Public Services or International Organizations

- Fluency and ability to communicate in English (IELTS of 5.5 in all bands and equivalent or above)

- Ability to communicate, both written and speaking, in Thai is highly preferable

- Related work experience, especially at foreign missions in India, is preferable

- Proficiency with Microsoft Office including Word, Excel, Powerpoint, and Outlook), Canva, and other graphics-related programme

- Related work experience will be preferable

Special Competencies for the Position

- Willingness to travel on Embassy assignments, especially out of stations and, should circumstance dictates, out of usual working days and hours

- Possess positive attitude towards teamwork and a willingness to contribute

- Agree to abide by laws, rules, regulations, and code of discipline of the Thai government

Any interested Thai or Indian Nationals may send the following documents

(1) Resume, outlining past work experience and education qualification

(2) Statement of Purpose of no more than half page A4, Times News Roman 12

(3) Photo ID

(4) English proficiency result

(5) Identification (Copy of Indian Aadhar Card or Passport)

(6) Degree Qualification and Final Transcript

to Mr. Chayanin Sriviseth, First Secretary for Economics, at chayanin.s@mfa.go.th no later than 28 February 2023. The results and next selection process will be announced on Royal Thai Embassy's Facebook and Twitter.

