



ANNOUNCEMENT

Vacancy for Political and Economic Assistant

The Royal Thai Embassy is recruiting a suitable candidate for the position of **Political and Economic Assistant**

Application Dates: 17-30 June 2024

Position Details:

Title:	Political and Economic Assistant
Start date:	1 August 2024
Salary:	Starting at INR 32,xxx; with annual pay raise subject to performance assessment.
Appointment Duration:	Continuing, subject to completion of the probationary period.
Work Schedule:	Full-Time (Monday-Friday), with occasional weekend and overtime work during special events or visits.
Responsibilities: <i>(Includes, but not limited to)</i>	<ul style="list-style-type: none">- Monitor, summarise, analyse, and report on India's domestic politics and internal developments, key government policies, foreign policy, and international relations.- Contact, coordinate, and maintain close working relationships with relevant key officials, governmental agencies, international organisations, and academia/think tank institutions.- Provide logistical and operational support, including handling correspondence, responding to day-to-day enquiries, and coordinating visits of delegations.- Other responsibilities as assigned by the Embassy.

Qualifications

- Bachelor's degree or higher from a recognised university;
- Thorough knowledge of Indian domestic politics, foreign policy, international relations, and the organization of the Indian government;
- Familiarity with sources and availability of reliable data, informational materials, and various social media platforms;
- Fluency and ability to communicate in English;
- Computer proficiency (Microsoft Office and other basic programs);
- Service-oriented mindset, positive attitude towards teamwork, and willingness to contribute;
- Related Degree and experience in researching, analyzing, and reporting on political/economic/social issues will be considered favorably.

How to apply

- Submit the following required documents:
 - Curriculum Vitae with a passport-size photograph;
 - Cover Letter (not more than 300 words);
 - Degree certificate of higher education with transcript;
 - Copy of Aadhaar Card or Passport;
 - Additional documents (if applicable) e.g. previous published articles
- Send the application by email with the subject “Application for Political and Economic Assistant” to Email: **thaiemb.india@gmail.com**

Selection Process

- Applicants will be initially screened and considered based on the submitted documents. Applicants must fulfill the minimum qualifications required in each criterion. Failure to demonstrate eligibility will result in the application being marked as unqualified.
- Shortlisted candidate(s) will be given a written recruitment test, and successful candidate(s) from the recruitment test will then be invited for an interview.
- The successful candidate will be selected based on his/her interview, written recruitment test, as well as other qualifications such as work experience, knowledge, skills and abilities, and reference checks.

- Remarks:**
- Late applications will not be accepted.
 - The interview date for the shortlisted applicants will be announced at a later date.
 - False or fraudulent information on or attached to the application may result in being eliminated from consideration for this position or being terminated after being awarded the position.

Royal Thai Embassy
New Delhi
17 June B.E. 2567 (2024)

