



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 Date: 5 May - 21 May 2023

Details of the position

Position Title:	Political and Economic Assistant
Starting date:	3 July 2023
Salary:	Starting at INR 32,xxx ; with annual pay raise subject to performance assessment.
Duration of Appointment:	Continuing nature subject to completion of probationary period.
Work Schedule:	Full Time (Monday – Friday) with occasional weekend and overtime work during special events or visits.
Responsibilities: (Includes, but not limited to)	<ul style="list-style-type: none">- Monitor, summarise, analyse and report on India's domestic politics and economic and social development, key government policies, foreign policy and international relations.- Contact, coordinate, and maintain close working relationships with related key officials, governmental agencies, international organisations and academia/think tanks.- 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 and international relations, and organization of the Indian government;
- Familiarity with sources and availability of reliable data and other informational materials as well as various social media platforms;
- Fluency and ability to communicate in English;
- Computer proficiency (Microsoft Office and other basic programs);
- Service-oriented mind. Positive attitude towards teamwork and willingness to contribute;
- Related Degree and related experience, including researching, analyzing and reporting on political/economic/social issues will be considered favorably.

How to apply

- Submit the following required documents:
 - Curriculum Vitae with 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 its heading as “Application for Political and Economic Assistant” to Email: **thaiemb.india@gmail.com**

Selection Process

- Applicants will be initially screened and considered based on documents submitted. Applicants must fulfill minimum qualification required in each criterion. Failure to demonstrate eligibility will result in the application 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.
- Successful candidate will be selected based on his/her interview and 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.
- Interview date for the shortlisted applicants will be announced at a later date.
- False or fraudulent information on or attached may result in being eliminated from consideration of this position or being terminated after award.

