



ANNOUNCEMENT
Vacancy for Public Affairs Assistant

The Royal Thai Embassy is recruiting a suitable candidate for the position of **Public Affairs Assistant**.

Application Date: 12 - 26 May 2023

Details of the position

Position Title: Public Affairs Assistant

Starting Date: 19 July 2023

Salary: Starting at INR 25,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: as attached

Qualifications

- Bachelor's degree or higher from a recognised university;
- Thorough knowledge of Indian mass media, cultural and educational institutions;
- Thorough knowledge of Thailand, in particular Thai culture;
- 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 mindset. Positive attitude towards teamwork and willingness to contribute;
- Related Degree and related experience, including researching, analyzing and reporting on social issues, planning and executing media and social events, basic filming and video editing will be considered favourably.

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. letters of recommendation, portfolio and previous published articles
- Send the application by email with its heading as "Application for Public Affairs Assistant" to Email: **thaidel.info@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 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 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.



Job Description
Royal Thai Embassy, New Delhi

PUBLIC AFFAIRS ASSISTANT

RESPONSIBILITIES:

- Support the cultural outreach of the Embassy; develop and implement digital and public diplomacy initiatives to promote and enhance Thailand's visibility in India and to build closer people-to-people ties.
- Assist the Embassy's work in implementing Public Affairs projects/public outreach events, including Namaste Thailand Festival, Namaste Thailand Quiz, special exhibitions, seminars, etc.
- Contact, coordinate, and maintain close working relationships with key Indian officials and Indian governmental agencies related to media, educational and cultural affairs; Indian press and journalists; private sector; universities and academic institutes; cultural organizations; and Foreign Embassies and Diplomatic Missions in New Delhi.
- Monitor news and reports, on a daily basis, on India's soft diplomacy, India's policy as well as bilateral and multilateral relations with other countries on cultural, academic, and development cooperation, as well as India's domestic affairs on education and culture.
- Follow and analyse the current trend of the Media and Social Media in India. Maintain the list of influential media, both traditional, mainstream media and new media, including social media influencers.
- Summarise, analyse, and present reports on information that could be of use or could have an impact on the promotion of Thai-Indian relations, at bilateral, regional, and multilateral levels.
- Compile information on India's educational, academic and cultural cooperation with friendly countries, and follow and analyse information about India's policy towards foreign students.
- Attend seminars/conferences as assigned and make summary reports.
- Provides logistical and operational support, including handling correspondence, responding to day-to-day enquiries, and coordinating visits of delegations – both inbound and outbound, including a liaison duty for Thai delegations or high-level representatives of Thailand.
- Other responsibilities assigned by the Embassy.
