



Announcement
Vacancy for the Project Officer
At the Thailand-India Business Information Center

The Royal Thai Embassy is seeking suitable candidates to fill the position of **Project Officer at the Thailand-India Business Information Center, the Royal Thai Embassy.**

Application Date 22- 24 July 2026

Details of Position

Position Title:	Project Officer at the Thailand-India Business Information Center,
Duration:	3 August-30 September 2026
Salary:	4x,xxx INR.

Indicative Job Description

- Monitor, compile and summarize local economic news reflecting significant developments relating to the Indian economy or Thailand-India economic relations for the Embassy's daily update, uploading onto the website www.thaiindia.net and producing a weekly MailChimp to circulate among the subscribers of Thaiindia.net weekly e-newsletter.
- Coordinate with (1) Thai Offices in India and other contributors to gather monthly articles, materials, and other information for regular content updates of the website, and (2) the writers of Thaiindia.net to distribute monthly topics and coordinate the submission deadlines and manage their contracts and payment dues.
- Being a webmaster of the website www.thaiindia.net, including (1) management of information on the website, i.e., publishing articles, materials and other information, and (2) coordinating with the website maintenance company.
- Manage and monitor the email of the Center, including regular checks of the inbox and archive, replying and providing solutions 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.
- 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 the 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 fulfil the Center's mission.
- Organize activities of the Center relating to Thailand-India economic promotion
- Coordinate logistical works as assigned during visits of delegations, both inbound and outbound.
- Other works as assigned.

Qualifications

- Thai or Indian nationals
- Bachelor or above, preferably in Economics, International Economics, Economic History, International Development, Political Science, International Relations, Global Affairs, Global Studies, Thai Studies, Southeast Asian, or ASEAN Studies. Other Social-Science related degrees may also be considered.
- Must not have been dismissed for disciplinary reasons from any Public Service or International Organization.
- High Degree of English Proficiency.
- Related work experience, especially at foreign missions in India, is preferable.
- Proficient in computer and technology, e.g., Microsoft Office, Canva, photography, and VDO editing.
- No criminal records nor legal case in the court.
- Agree to abide by the laws, rules, regulations, and codes of discipline of the Thai government.
- Possess a positive attitude towards teamwork and a willingness to contribute.

How to apply

- Submit the following required documents:
 - (1) 1-page of a resume outlining past work experience and education qualifications (A4 paper)
 - (2) 1-page of a statement of purpose (A4, Times New Roman 12)
 - (3) Photograph
 - (4) English proficiency result (If any)
 - (5) Identification (Copy of Indian Aadhaar Card or Passport)
 - (6) Degree Qualification and Final Transcript
- Send all documents by email with the subject line “Application for Project Officer at Thailand-India Business Information Center” to **admin@thaiindia.net** no later than **24 July 20216 at 16.00 hrs.**

Selection Process

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

Remarks

- Late applications will not be accepted.
- The shortlisted applicants for an interview will be announced at a later date.
- False or fraudulent information on or attached to the application may result in elimination from consideration for this position or termination thereafter.

