



## ANNOUNCEMENT

### **Vacancy for Translator**

The Royal Thai Consulate-General in Munich is seeking a suitable candidate for the position of translator.

1. **Position:** Translator

2. **Salary:** Starting at 2,886.00 Euro

3. **Working schedule:** Full Time (Monday - Friday) between 08.30 - 17.30 hrs. with occasional weekend and overtime work during special events or visits.

4. **Overtime:** Overtime payment is calculated according to the regulations of the Ministry of Finance of the Kingdom of Thailand

5. **Responsibilities:**

5.1 Translate official documents and other documents or text from (1) German to Thai or English and (2) Thai or English to German.

5.2 Perform consecutive interpretation for meetings.

5.3 Monitor news and reports, on a daily basis, on domestic and international affairs of Bavaria and Baden-Württemberg as well as Germany as a whole that involve Thailand or impact international relations between Thailand and the said two states and/or Germany. Subsequently, summarise, analyse and make reports.

5.4 Attend seminars/conferences as assigned and make summary reports.

5.5 Contact, coordinate, and maintain close working connections with key officials and governmental agencies of Bavaria and Baden-Württemberg, foreign diplomatic or consular missions in the two states as well as Thai authorities.

5.6 Arrange logistical and operational support. This includes, among other things, handling correspondence, responding day-to-day enquiries, and coordinating visits of delegations -- both outbound and inbound, including performing a liaison duty for visiting Thai delegations or high-level representatives from Thailand.

5.7 Other responsibilities as instructed.

6. **Qualifications:**

6.1 Legally reside in Germany and possess both valid residency and work permit.

6.2 Possess a bachelor's degree or equivalent with very good practical knowledge of at least two languages used in official/formal communication.

6.3 Command of language (i.e. reading, writing, speaking, listening)

- German B2/C1 or higher

- English Very good

6.4 Computer proficiency (e.g. Microsoft office and other basic programs)

/ 6.5 Strictly maintain ...

6.5 Strictly maintain work ethics and discipline especially in data protection, confidentiality maintenance as well as refraining from causing damage to the organization.

6.6 Possess good health condition with no congenital disease which could be an obstacle to the work.

6.7 When necessarily required by work, the applicant shall work overtime and/or on weekend as well as travel on duty to other cities.

6.8 Positive attitude, e.g. readiness to work as a team, proper judgement and friendliness, among others, shall be the applicant's advantages.

#### **7. Required application documents:**

7.1 Completed application form (can be downloaded from the same announcement webpage)

7.2 A Curriculum Vitae in English with applicant's photo

7.3 Degree certificate of higher education with transcript

7.4 Letter(s) of recommendation (if applicable)

7.5 Proof of language proficiency as stipulated in the point No. 6.3

7.6 Medical certificate (maximum validity of three months)

7.7 Photocopy of identification card, passport (with residence permit for non-German) and German residence registration certificate.

7.8 Two passport photo size

Interested applicants shall submit the abovementioned documents in PDF format and the required photos in JPEG format to the email address [thaiconsulate.MUC@mfa.go.th](mailto:thaiconsulate.MUC@mfa.go.th) no later than **Friday, 15 September 2023**. The Consulate-General reserves the right to modify the application deadline if the most suitable applicant is founded before the said deadline.

#### **8. Selection process:**

The selection process consists of two parts: an evaluation of applicants submitted documents and a written test together with an interview. Eligible applicants qualified for written test and interview will be notified by email **on Monday, 18 September 2023**.

#### **9. Schedule for written test and interview:**

The written test and interview will take place at the Consulate-General (Törringstraße 20, 81675 München) on **Thursday, 21 September 2023**.

9.1 Written test: 10.00 - 12.00 hrs.

9.2 Interview: 14.00 hrs. onward

The original copy of application documents stated in point No. 7 must be handed to the Consulate-General on the date. Any change of examination and interview schedule will be announced on <https://munich.thaiembassy.org/th/index> and applicants will also be notified by email.

#### **10. Announcement of successful candidate:**

The result of the selection process will be announced on the Consulate-General's website and the successful applicant, if any, will be notified by email on **Monday, 25 September 2023**.

**11. Start of work:**

Successful candidate will commence his/her work with the Consulate-General on **Monday, 2 October 2023 at 08.30 hrs.**

Royal Thai Consulate-General  
Munich

1 September B.E. 2566 (2023)

