



Announcement of the Royal Thai Embassy, Canberra
Subject: Job Opportunity: Clerk (Economic and Pacific Islands Assistant)
Full-time Position

The Royal Thai Embassy, Canberra is seeking qualified applications for the position of Clerk (Economic and Pacific Islands Assistant). Details are as follows :

1. Position

Position: Clerk (Economic and Pacific Islands Assistant)
Number of position: One full-time Position
Commencement salary: 3,599.- Australian Dollars per month
Period of employment: From 8 February 2023

2. Job Description and Responsibilities

2.1 Monitor, report and analyse information and news related to the economic, business, investment, science, technology, policies and other related matters in Australia;

2.2 Monitor, report and analyse development on political and economic situation in other Pacific Islands countries within the jurisdiction of the Embassy;

2.3 Provide basic information about Thailand's and Australia's economy to the general public;

2.4 Liaise and coordinate, as guided, with relevant government agencies and private sector in Australia and other countries within the jurisdiction of the Embassy;

2.5 Assist and facilitate official and working visits of delegations from Thailand coming to Australia and other countries within the jurisdiction of the Embassy; and

2.6 Perform other functions as assigned by the Embassy.

3. Qualifications

3.1 Must be an Australian citizen or Permanent Resident in Australia;

3.2 Hold a valid Bachelor's degree in related fields or higher;

3.3 Minimum of 2 years' experience in related field;

3.4 Very good command in English language. Good command in Thai language will be considered favourably;

3.5 Good computer skills, including Microsoft Office, basic computer programmes, internet and social media;

3.6 Must be a responsible person with good interpersonal and communication skills, able to provide reliable, efficient and courteous service to the supervisor and others; able to maintain cordial and respectful relations with colleagues;

3.7 Does not have a serious illness/health condition that may affect the performance of duty; and

3.8 Able to work overtime and during weekends and holidays, as may be assigned occasionally.

4. Application procedures

4.1 Application is open from now until 27 January 2023

4.2 Applications can be submitted by:

(1) in-person at the Royal Thai Embassy, 111 Empire Circuit, Yarralumla, ACT 2600, from 09.00 -17.00 hours during working days

(2) email at thaiembassy.can@mfa.go.th with Subject "Job Application 8 November 2022"

4.3 For further enquiries, please send an email to thaiembassy.can@mfa.go.th with Subject "Job Application 27 January 2023"

5. Required documents

5.1 Résumé

5.2 Copy of household registration (for Thai nationals)

5.3 Copy of passport or National ID

5.4 Passport sized photo

5.5 Copy of proof of Australian citizenship or Australian permanent resident

5.6 Copy of educational degree(s)

5.7 Copy of proof of work experience/reference letters

5.8 Copy of proof of training experience (if any)

5.9 Copy of other relevant documents such as change of name or surname, certificate of marriage (if any)

5.10 Digital National Police Certificate

All copies of the above-mentioned documents must be signed and certified true copy.

6. Selection Criteria

6.1 The Embassy will set up a Selection Committee to conduct written examination and interview. The Committee will consider the eligible applicants based on the required documents, the result of written examination and the interview and select the applicants based on the examinations performance. The decision of the Committee is final.

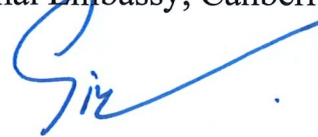
6.2 If there is only one applicant, the Embassy reserves the right not to select the sole applicant unless the applicant meets the requirements of the selection criteria.

6.3 The eligible applicants will be required to take the written examination and attend the interview session in person at the Royal Thai Embassy, 111 Empire Circuit, Yarralumla, ACT 2600, on 1 February 2023 from 10.00 -17.00 hours.

7. Timeframe

- Submission of applications until 27 January 2023
- Written examination and oral interview 1 February 2023
- Announcement of the final results 3 February 2023
- Starting date of the employment 8 February 2023

Royal Thai Embassy, Canberra



(Sira Swangsilpa)
Chargé d'Affaires
12 December 2022

ใบสมัคร
Application Form

สถานเอกอัครราชทูต ณ กรุงแคนเบอร์รา
The Royal Thai Embassy, Canberra

PHOTO

ตำแหน่งที่ต้องการสมัคร.....

Position Applied.....

1. ชื่อ..... ชื่อสกุล..... เพศ.....

Name..... Surname..... Gender.....

2. สัญชาติ..... เชื้อชาติ..... ศาสนา.....

Nationality..... Race..... Religion.....

3. วัน/เดือน/ปีเกิด..... อายุ.....

DOB..... Age.....

4. สถานที่เกิด..... ตำบล.....

Place of Birth..... District.....

เมือง..... ประเทศ.....

City..... Country.....

5. สถานที่อยู่ปัจจุบัน.....

เบอร์โทรศัพท์บ้าน..... เบอร์โทรศัพท์มือถือ.....

Residence.....

Telephone..... Mobile phone.....

6. ชื่อบิดา..... สัญชาติ..... เชื้อชาติ.....

Father's Name..... Nationality..... Race.....

7. ชื่อมารดา..... สัญชาติ..... เชื้อชาติ.....

Mother's Name..... Nationality..... Race.....

8. ชื่อคู่สมรส..... สัญชาติ..... เชื้อชาติ.....

Spouse's Name..... Nationality..... Race.....

9. ชื่อบุตร..... สัญชาติ..... เชื้อชาติ.....
Children's Name..... Nationality..... Race.....

10. การศึกษา.....
Educational Background.....

11. ความรู้พิเศษ.....
Special Knowledge.....

12. ความรู้ภาษาต่างประเทศ.....
Foreign Language Skill.....

13. สถานที่ทำงานในปัจจุบัน.....
ตั้งแต่..... ตำแหน่ง.....
อัตราค่าจ้างเดือนละ.....
Present Employer.....
Since..... Current Position.....
Salary per Month.....

14. ทักษะหรือประสบการณ์อื่นๆ (ถ้ามี).....
Other Skills or Experience (if any).....

15. หนังสือสำคัญแสดงตน/ Identification Document:
-บัตรประจำตัวประชาชน เลขที่/ Identity Card No.
-หนังสือเดินทาง เลขที่/Passport No.
-หลักฐานอื่นๆ/Other Documents.....

ดั่งสำเนาแนบมาพร้อมนี้
A copy of the Identification Document is attached hereto

ผู้คัดค้าน/Name.....
ลงนาม/Signature.....
วันที่/Date.....