



**Announcement of the Royal Thai Embassy, Canberra**  
**Subject: Job Opportunity: Driver (One Full-time Position)**

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The Royal Thai Embassy, Canberra is seeking qualified applications for the position of Driver. Details are as follows :

**1. Position**

Position: Driver  
Number of position: One full-time Position  
Commencement salary: 3,466.- Australian Dollars per month  
Period of employment: As from 8 February 2023

**2. Job Description and Responsibilities**

- 2.1 Operate the Embassy's vehicle as instructed, including transport of passengers and packages from one location to another as assigned;
- 2.2 Carry out vehicle maintenance checks, including engine oil and cooling system, electric and break systems, tires, battery, air conditioning and petrol, to ensure that the vehicle is in good condition, safe, clean and ready to use;
- 2.3 Perform duty as assigned;
- 2.4 Strictly comply with relevant local traffic laws and regulations;
- 2.5 Perform other functions as assigned by the Embassy.

**3. Qualifications**

- 3.1 Must be an Australian citizen or a Permanent Resident in Australia;
- 3.2 Possess a valid Australian driver's licence of no less than five years and have driving experience of no less than five years;
- 3.3 Have good knowledge of Australian traffic laws and regulations;
- 3.4 Does not have health condition that may affect the performance of duty, e.g. high blood pressure, colour blind, cardiac disease, or other disease that may be not be suitable for driving. Medical certificate will be required;
- 3.5 Have good knowledge of roads and directions in ACT and nearby areas, including New South Wales;
- 3.6 Have basic knowledge on mechanics, car maintenance and able to drive vehicle(s) with automatic and manual transmission;
- 3.7 Does not consume alcohol over the legal limit and does not obsess with gambling or involve in drugs;
- 3.8 Never been bankrupt or imprisoned or charged with serious traffic violation, unless for petty offences;
- 3.9 Possess a positive and professional attitude, be a responsible person with good interpersonal skill, able to provide reliable, efficient and courteous service to the supervisor and others and able to maintain cordial relations with colleagues;

3.10 Senior high school education or higher with good command in English language; and

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

#### **4. Application procedures**

4.1 Application is open 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) by email at [thaiembassy.can@mfa.go.th](mailto:thaiembassy.can@mfa.go.th) with Subject "Job Application Driver"

4.3 For further enquiries, please send an email to [thaiembassy.can@mfa.go.th](mailto:thaiembassy.can@mfa.go.th) with Subject "Job Application Driver"

#### **5. Required documents**

5.1 Résumé

5.2 Copy of household registration (for Thai national)

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 an interview. The Committee will consider the eligible applicants based on the required documents, interview and select the applicants based on the best 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.

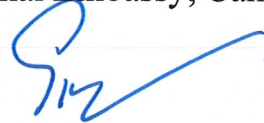
**6.3 The Applicants are required to attend an interview session in person at the Royal Thai Embassy, 111 Empire Circuit, Yarralumla, ACT 2600, on 1 February 2023 from 10.00 -17.00 hours.**



**7. Timeframe**

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|-------------------------------------|-----------------------|
| - Submission of applications        | until 27 January 2023 |
| - 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