



Royal Thai Embassy

Jl. DR Ide Anak Agung Gde Agung
Kav.E3.3 No.3 (Lot 8.8) Kawasan
Mega Kuningan Jakarta 12950

VACANCY ANNOUNCEMENT

The Royal Thai Embassy is seeking a “Consular Assistant” who will be assisting the officials of the Embassy with the tasks as follows:

- 1) Providing consular services to Thai citizens
- 2) Assisting officials in handling visa application and other consular affairs.
- 3) Performing other tasks as requested by the officials of the Embassy.

Position: Consular Assistant

Location: The Royal Thai Embassy
Jl. DR Ide Anak Agung Gde Agung Kav. E.3.3 No. 3 (Lot 8.8),
Kawasan Mega Kuningan, Jakarta 12950
Tel: +62 21 2932 8190-4 ext. 109
Fax: +62 21 2932 8213

Qualifications:

- Bachelor degree
- Excellent command of English and Bahasa Indonesia
- Honest, service-minded, and hardworking
- Able to work in team
- Available to travel if needed
- Basic IT skills, e.g. MS Office, MS PowerPoint, etc.
- Ability to communicate in Thai is more than welcome

Salary: 290 USD

Interested candidates are requested to submit a short resume with photograph and academic record to e-mail: consular.jkt@mfa.go.th. The deadline for submission is **20 October 2017**. Only shortlisted candidates will be contacted for interview.

*** ในกรณีผู้สมัครคนไทย จะต้องมีความรู้ความสามารถในการใช้ภาษาอังกฤษในระดับพอใช้-ดี
และภาษาอินโดนีเซียในระดับดีมาก ***
