

Chauffeur (2 positions) (T)

Chauffeur (2 positions)

Computer Management Specialist (T)

Computer Management Specialist

Program Assistant (T)

Program Assistant

Customer Support Desk Analyst (T)

Customer Support Desk Analyst

FSN#2008/10 (T)

Chauffeur (2 positions)

OPEN TO: All Interested Candidates

POSITION: Chauffeur, FSN-2; FP-CC, trainee

OPENING DATE: December 4, 2008

CLOSING DATE: December 18, 2008

WORK HOURS: Full-time; 48 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-CC

Ordinarily Resident (OR): FSN-2

The U.S. Embassy in Bangkok is seeking an individual for the position of Chauffeur in its General Services Office/Motor Pool Office(GSO/MTO), located at Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTION OF POSITION:

Drive motor pool sedans, station wagons, vans, trucks and/or buses used in transporting personnel, supplies and equipment for the embassy and supported agencies. Assignments may involve working extended hours, on weekends or on holidays.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Completion of Secondary school (Mathayom 6); (2) One year’s experience as a professional chauffeur; (3) Level II (limited knowledge) speaking/reading/writing English and Thai; (4) Familiarity with the Bangkok road system, the location of Thai government offices and nearby cities; (5) Must be able to drive and possess a valid Thai driver’s license; (6) Must have basic automotive mechanical skill.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office

Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
Fax: 02-205-4928

PLEASE ATTACH A COPY OF TRANSCRIPT AND DRIVER LICENSE

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: DECEMBER 18, 2008

FSN#2008/10

Chauffeur (2 positions)

OPEN TO: All Interested Candidates

POSITION: Chauffeur, FSN-3; FP-BB

OPENING DATE: December 4, 2008

CLOSING DATE: December 18, 2008

WORK HOURS: Full-time; 48 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-BB

Ordinarily Resident (OR): FSN-3

The U.S. Embassy in Bangkok is seeking an individual for the position of Chauffeur in its General Services Office/Motor Pool Office(GSO/MTO), located at Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTION OF POSITION:

Drive motor pool sedans, station wagons, vans, trucks and/or buses used in transporting personnel, supplies and equipment for the embassy and supported agencies. Assignments may involve working extended hours, on weekends or on holidays.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOH's, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of Secondary school (Mathayom 6); (2) Two years' experience as a professional chauffeur; (3) Level II (limited knowledge) speaking/reading/writing English and Thai; (4) Familiarity with the Bangkok road system, the location of Thai government offices and nearby cities; (5) Must be able to drive and possess a valid Thai driver's license; (6) Must have basic automotive mechanical skill.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: DECEMBER 18, 2008

FSN#2008/122 (T)

Computer Management Specialist

OPEN TO: All Interested Candidates

POSITION: Computer Management Specialist, FSN-11; FP-4 trainee

OPENING DATE: December 4, 2008

CLOSING DATE: December 18, 2008

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-4

Ordinarily Resident (OR): FSN-11

The U.S. Embassy in Bangkok is seeking an individual for the position of Computer Management Specialist in its Information Resources Management Office/Information System Center (IRM/ISC), located at 120-122 Vithayu Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serve as the de facto Deputy to the Information Systems Officer (ISO) responsible for the management and supervision of the unit for this very large mission's Unclassified and Sensitive But Unclassified OpenNet LAN and Dedicated Internet Networks (DIN) systems and its supported constituent post in Chiang Mai. Responsible for the fully functional systems, minimize downtime and provide customers with the tools and training to accomplish assigned tasks via the implementation and maintenance of Departmental and CA applications as well as systems operation of LAN and Wide Area Network (WAN) infrastructure. Directly responsible for the coordinated administration, and support to achieve standardization of system and network implementation and configuration. Assists ISO in performing assigned duties in accordance with overall automation objectives established by management, with policy and priority guidelines established by the ISO. Also assists in budget planning, financial resource management, system and project planning, controlling, development, administering, and evaluating computer system and requirements.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree in Computer Science, Management Information Systems, Statistics or a scientific or technical field; (2) Minimum of four years of experience in managing computer networking operations in a technical environment, systems administrator, or programmer on large computer network plus at least three years of supervisory experience; (3) Level IV

(Fluent) speaking/reading/writing English and Thai; **(4)** Exceptional interpersonal, managerial and judgment skills with ability to conceptualize the use of IT resources to replace and improve a manual operation and also skills in assessing and developing budget requirements.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: DECEMBER 18, 2008

FSN#2008/122

Computer Management Specialist

OPEN TO: All Interested Candidates

POSITION: Computer Management Specialist, FSN-12; FP-3

OPENING DATE: December 4, 2008

CLOSING DATE: December 18, 2008

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-3

Ordinarily Resident (OR): FSN-12

The U.S. Embassy in Bangkok is seeking an individual for the position of Computer Management Specialist in its Information Resources Management Office/Information System Center (IRM/ISC), located at 120-122 Vithayu Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serve as the de facto Deputy to the Information Systems Officer (ISO) responsible for the management and supervision of the unit for this very large mission's Unclassified and Sensitive But Unclassified OpenNet LAN and Dedicated Internet Networks (DIN) systems and its supported constituent post in Chiang Mai. Responsible for the fully functional systems, minimize downtime and provide customers with the tools and training to accomplish assigned tasks via the implementation and maintenance of Departmental and CA applications as well as systems operation of LAN and Wide Area Network (WAN) infrastructure. Directly responsible for the coordinated administration, and support to achieve standardization of system and network implementation and configuration. Assists ISO in performing assigned duties in accordance with overall automation objectives established by management, with policy and priority guidelines established by the ISO. Also assists in budget planning, financial resource management, system and project planning, controlling, development, administering, and evaluating computer system and requirements.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOH's, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFM's), Eligible Family Members (EFM's), Members of Household (MOH's) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree in Computer Science, Management Information Systems, Statistics or a scientific or technical field; (2) Minimum of five years of experience in managing computer networking operations in a technical environment, systems administrator, or programmer on large computer network plus at least three years of supervisory experience; (3) Level IV (Fluent) speaking/reading/writing English and Thai; (4) Exceptional interpersonal, managerial and judgment skills with ability to conceptualize the use of IT resources to replace and improve a manual operation and also skills in assessing and developing budget requirements.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFM's) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: DECEMBER 18, 2008

FSN#2008/123 (T)

Program Assistant

OPEN TO: All Interested Candidates

POSITION: Program Assistant, FSN-8; FP-6 (Trainee)

OPENING DATE: November 28, 2008

CLOSING DATE: December 11, 2008

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-6

Ordinarily Resident (OR): FSN-8

The U.S. Embassy in Bangkok is seeking an individual for the position of Program Assistant in its Customs and Border Protection Attache office located at Sindhorn Tower 2, Bangkok.

BASIC FUNCTION OF POSITION:

Assist in all aspects of the daily operation of the office including administrative, operational, and representational matters. The office supports in-country programs and engages the Government of Thailand and the public regarding customs and immigration matters including the entry into and exit from the United States of persons, conveyances and goods.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree in Business Administration, Political Science, Government Studies, International Trade or Logistics is required; (2) Four years experience in an office management position and/or progressively responsible experience in dealing with international trade and travel issues; (3) Must be able to read, write, speak and comprehend English and Thai at Level IV (Fluent); (4) Must possess general knowledge regarding office management including financial management and human resources management and with good computer skills (Excel, Access, Word); (5) Must possess a valid driver license; (6) Ability to provide complete and accurate translation during bilingual discussions and negotiation.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: December 11, 2008

FSN#2008/123

Program Assistant

OPEN TO: All Interested Candidates

POSITION: Program Assistant, FSN-9; FP-5(Step 1 thru 4)

OPENING DATE: November 28, 2008

CLOSING DATE: December 11, 2008

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-5(Step 1 thru 4)

Ordinarily Resident (OR): FSN-9

The U.S. Embassy in Bangkok is seeking an individual for the position of Program Assistant in its Customs and Border Protection Attache office located at Sindhorn Tower 2, Bangkok.

BASIC FUNCTION OF POSITION:

Assist in all aspects of the daily operation of the office including administrative, operational, and representational matters. The office supports in-country programs and engages the Government of Thailand and the public regarding customs and immigration matters including the entry into and exit from the United States of persons, conveyances and goods.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree in Business Administration, Political Science, Government Studies, International Trade or Logistics is required; (2) Five years experience in an office management position and/or progressively responsible experience in dealing with international trade and travel issues; (3) Must be able to read, write, speak and comprehend English and Thai at Level IV (Fluent); (4) Must possess general knowledge regarding office management including financial management and human resources management and with good computer skills (Excel, Access, Word); (5) Must possess a valid driver license; (6)

Ability to provide complete and accurate translation during bilingual discussions and negotiation.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: December 11, 2008

FSN#2008/124 (T)

Customer Support Desk Analyst

OPEN TO: All Interested Candidates

POSITION: Customer Support Desk Analyst, FSN-6; FP-8 (Trainee)

OPENING DATE: December 4, 2008

CLOSING DATE: December 18, 2008

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-8

Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Customer Support Desk Analyst in its Training and Customer Support Division at the Global Financial Service Center (GFSC) office, located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Provide the technical services to the users of various financial systems and software applications in GFSC serviced post. Duties include system's analysis and problem solving for overseas financial system software issues. Incumbent's regular workweek will include the weekend.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOH's, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFM's), Eligible Family Members (EFM's), Members of Household (MOH's) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree in computer science, business administration, or liberal arts; (2) Two years of relevant experience working as a Technical Support Analyst or computer helpdesk; (3) Level III (Good working) speaking/reading/writing English and Thai; (4) A TOEIC score of 750 (will be tested); (5) Good knowledge and skill in computer software.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFM's) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: DECEMBER 18, 2008

Customer Support Desk Analyst

OPEN TO: All Interested Candidates

POSITION: Customer Support Desk Analyst, FSN-7; FP-7

OPENING DATE: December 4, 2008

CLOSING DATE: December 18, 2008

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-7

Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Customer Support Desk Analyst in its Training and Customer Support Division at the Global Financial Service Center (GFSC) office, located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Provide the technical services to the users of various financial systems and software applications in GFSC serviced post. Duties include system’s analysis and problem solving for overseas financial system software issues. Incumbent’s regular workweek will include the weekend.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information

supporting each item. **(2)** For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Bachelor’s degree in computer science, business administration, or liberal arts; **(2)** Three years of relevant experience working as a Technical Support Analyst or computer helpdesk; **(3)** Level III (Good working) speaking/reading/writing English and Thai; **(4)** A TOEIC score of 750 (will be tested); **(5)** Good knowledge and skill in computer software.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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