



ROYAL THAI EMBASSY
TOKYO

Announcement

Royal Thai Embassy, Tokyo

Job vacancy for employee of Royal Thai Embassy, Tokyo

Position of Secretarial Staff

The Royal Thai Embassy, Tokyo, announces a vacancy for the position of Secretarial Staff. The details are as follows:

1. General qualifications

- 1.1. Japanese nationality
- 1.2. Excellent skills in writing and speaking in both Japanese and English
- 1.3. Holds a Bachelor Degree
- 1.4. Age between 21 – 45 years
- 1.5. Background or interests in political and economic affairs
- 1.6. Must be highly responsible at work and be able to work outside of normal office hours
- 1.7. Physically and mentally healthy, with good inter-personal skills
- 1.8. Able to work under pressure and time constraints

2. Prohibited qualifications

- 2.1. Currently holding a political position
- 2.2. Mentally incompetent person
- 2.3. Currently being suspended or fired from work
- 2.4. Had been convicted for a criminal offence by Supreme Court judgment, except for negligence or petty offenses.
- 2.5. Had been dismissed from State enterprises or other State agencies

3. Responsibilities

- 3.1. Coordinate with the Japanese government, local authorities, academic and foreign institutions, private sectors as well as other stakeholders
- 3.2. Perform secretarial and administrative works, such as making appointments/reservations, drafting letters, etc.
- 3.3. Translate from Japanese to English and vice versa
- 3.4. Collect, analyze and assess information, especially on political and economic affairs in English
- 3.5. Other works as assigned by the Royal Thai Embassy

4. Period of employment and compensation

Period of employment starts from October 2018 with monthly remuneration of 224,000 yen.

5. Required documents for application

1. Curriculum Vitae (English and Japanese)
2. 2x2 inches photo
3. Transcript
4. Copy of medical certificate
5. Copy of ID card

6. Test Methods

The Royal Thai Embassy will select qualified applicants by written exam and interview.

7. Schedules

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| 7.1. | Announcement for shortlisted applicants
for written test and interview | 11 September 2018 |
| 7.2. | Written test | 13 September 2018 from 09.00-12.00 hrs. |
| 7.3. | Written test results announcement | 14 September 2018 |
| 7.4. | Interview | 20 September 2018 from 09.00-12.00 hrs. |
| 7.5. | Results announcement | 21 September 2018 |
| 7.6. | Start working | 1 October 2018 |

8. Additional details

Interested and eligible persons can contact the Royal Thai Embassy for more information and/or send required documents to the Royal Thai Embassy (Protocol and Administrative section), 3-14-6 Kamiosaki, Shinagawa-Ku, Tokyo 141-0021 or to this Embassy's email ID: recruit@thaiembassy.jp from now onwards. The submission will be closed on Monday, 10 September 2018, at 17:30 hours. Announcement for shortlisted applicants will be posted on the Embassy's website: www.thaiembassy.jp

