



**Announcement**  
**Royal Thai Embassy, Tokyo**  
**Job Vacancy for employee of Royal Thai Embassy, Tokyo**  
**Position of Secretary**

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

**1. General qualifications**

- Thai or Japanese nationality, aged 35 years old or younger
- Bachelor degree or above
- Working experience will be an advantage.
- Excellent skills in writing and speaking in both Japanese and English.

Knowledge of Thai language is an advantage.

- Computer skills
- Legally residing in Japan
- Must be highly responsible at work and be able to work outside of normal

office hours, including business trip in Japan

- Smart personality, physically and mentally healthy, open-minded, and

good inter-personal and team work skills. Able to work under pressure and time constraints.

**2. Prohibited qualifications**

- Currently holding a political position
- Mentally incompetent person
- Currently being suspended or fired from work, regardless of governmental or

private sectors.

- Have problems from moral or social perspectives.
- Had been convicted for a criminal offence by court judgment and had

prison records, except for negligence or petty offenses.

- Had been dismissed from State enterprises or other State agencies.
- Had engaged in misconduct or illicit behavior in recruitment exam by State

agencies.

### 3. Responsibilities

- Manage schedule and appointments of the Embassy with government organization, private sector and other related agencies. Draft correspondence, congratulation letters, and invitation letters. Provide logistical support upon appointments and functions. Properly arrange documents to be submitted to Ambassador.

- Provide assistance with Japanese-English translation work (and in Thai, if an applicant is able to communicate in Thai)

- Draft material, interview scripts, and PR news for the Embassy's website and other social media. Translate news materials in Japanese and English (and in Thai, if an applicant is able to communicate in Thai). Take videos and photographs for the Embassy's website and social media.

- Other tasks assigned by the Embassy

### 4. Remuneration

- Initial monthly remuneration: 224,000 yen per month

### 5. Required documents for application

- Curriculum Vitae (English and Japanese. Also Thai, if applicant is able to speak and write in Thai)

- A 3.5 cm x 4.5 cm photo (must be taken within 6 months)

- Transcript

- A copy of passport (For Thai national, also a copy of visa issued by the Japanese authority)

- Residence card issued by the Japanese authority (Only for other nationals apart from Japanese)

- Certificate of language proficiency test, such as Thai Language Proficiency Test, Japanese Language Proficiency Test, TOEIC, IELTS, and TOFEL.

- Certificate of completion of Thai military conscription (only for a Thai male)

- Work experience resumé (if any)

### 6. How to apply

- Interested and eligible persons can send required documents by 17:00 hrs. on 29 September 2023 to:

Ms. Patcharin Jaisoong

Royal Thai Embassy

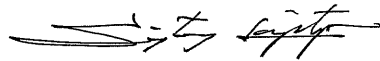
Kami-Osaki, Shinagawa-ku, Tokyo 141-0021

Or send soft files of the documents by email to [office@thaiembassy.jp](mailto:office@thaiembassy.jp)

7. **Schedule** (Any change, if occurs, to the below schedule will be posted on the Embassy's website)

- The submission to be closed 29 September 2023
- Announcement of applicants qualified for a written test 2 October 2023
- Written test and Interview at the Royal Thai Embassy 6 October 2023
- Result announcement 10 October 2023
- Start working or agreed with the selected candidate 16 October 2023

19 September 2023



(Singtong Lapisatepun)  
Ambassador of Thailand