



JOB VACANCY

Job title: CONSULAR ASSISTANT

Job Description:

- Assist Consul in rendering effective consular services, particularly in safeguarding the interests and well-being of Thai nationals in Myanmar;
- Liaise with Myanmar government officials especially from MOFA, Police, Immigration, Customs, MOHA, Office of Attorney General, and the Court;
- Perform other work related duties as assigned by Consul.

Qualifications:

- Myanmar or Thai nationals;
- Bachelor's Degree holder (or higher) in any field;
- At least 2 years of work experience;
- An experience in working/coordinating with Myanmar government offices is considered favourably;
- Very good command of Myanmar, Thai and English;
- Extensive knowledge of IT systems, Internet, Facebook and key Microsoft office applications including Word, Excel and PowerPoint;
- Able to work under pressure, overtime, and travel out of Yangon;
- Good personality and interpersonal skills.

Application channel: Interested persons are invited to submit their CVs, recent photos, transcripts/certificates, household registrations, identification cards and passports to the Consular Section, Royal Thai Embassy, electronically, via E-mail: consularygn@gmail.com, **by 30 November 2017.**

Contact person: Ms. Zin Mar Than, Tel. 09-795403257 or Fax +951 221713

Royal Thai Embassy, Yangon
14 November 2017