**Voucher Examiner (PSU) (T)**

**Voucher Examiner (PSU)**

**Cultural Affairs Assistant (T)**

**Cultural Affairs Assistant**

**Administrative Assistant (T)**

**Administrative Assistant**

**Financial Analyst**

**Program Development Specialist (T)**

**Program Development Specialist**

FSN#2010/03 (T)

## Voucher Examiner (PSU)

**OPEN TO:** All Interested Candidates

**POSITION:** Voucher Examiner (PSU), FSN-6; FP-8 (Trainee)

**OPENING DATE:** January 8, 2010

**CLOSING DATE:** January 21, 2010

**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 Voucher Examiner (PSU) in its Post Support Unit (PSU), Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Perform work consisting of the examination for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims and other requests for payment. Ensure the correctness and legality of vouchers, for assuring proper form, and for correct computation on the basis of facts available on documents or obtained through contacts with program officials and vendors/contractors. Verify all vouchers prior to sending for pre-certification by the lead Voucher Examiner. The incumbent may be required to work on a flexible schedule.

**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, Accounting, Finance, or related field; **(2)** Six months of progressively experience responsible work in financial management support; **(3)** Level IV (Fluent) speaking/reading/writing English and Thai; **(4)** Must possess working knowledge of automated accounting and financial management concept; **(5)** Must have experience with Microsoft office software i.e. Word, Excel, PowerPoint.

**SELECTION PROCESS:**
When equally qualified, US 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

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**CLOSING DATE FOR THE POSITION: JANUARY 21, 2010**

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Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner (PSU) in its Post Support Unit (PSU), Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Perform work consisting of the examination for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims and other requests for payment. Ensure the correctness and legality of vouchers, for assuring proper form, and for correct computation on the basis of facts available on documents or obtained through contacts with program officials and vendors/contractors. Verify all vouchers prior to sending for pre-certification by the lead Voucher Examiner. The incumbent may be required to work on a flexible schedule.

**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, Accounting, Finance, or related field; **(2)** One year of progressively experience responsible work in financial management support; **(3)** Level IV (Fluent) speaking/reading/writing English and Thai; **(4)** Must possess working knowledge of automated accounting and financial management concept; **(5)** Must have experience with Microsoft office software i.e. Word, Excel, PowerPoint.

**SELECTION PROCESS:**
When equally qualified, US 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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**OPEN TO:** All Interested Candidates

**POSITION:** Cultural Affairs Assistant, FSN-6; FP-8 (Trainee)

**OPENING DATE:** January 8, 2010

**CLOSING DATE:** January 21, 2010

**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 Cultural Affairs Assistant in its Public Affairs Section located 95 Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Serve as Program and Executive Assistant, overseeing the general administration of the office and servicing as the point of contact with other Public Affairs and Embassy elements, as well as with vendors and callers. Provides administrative and program assistance to the Cultural Affairs Officer (CAO) and two senior staff, the Cultural Affairs Specialists. Exercises constant and impeccable judgment to balance individual priorities for completion of work, maintenance of separate schedules, and various rules of procedure. Supports all exchanges and programs as necessary. Duties also include logistical support in organizing receptions, representational events, seminars, conferences, paper shows, exhibits, book displays, etc, for thematic and cultural programs. Maintain working level contacts with local institutions and impresarios co-sponsoring programs and, in coordination with the embassy's Press Office, etc.

**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 at least two years post secondary study at college or university (high vocational school or equivalent); **(2)** At least one year of experience in office management support work; **(3)** Level IV (Fluent) speaking/ reading/writing in English and Thai; **(4)** Must be thoroughly familiar with Thai protocol, society, institutions, professional structures, Embassy regulations, and organizational structure; **(5)** Thorough general knowledge and basic understanding of U.S. social and cultural mores and institutions; **(6)** Must be able to use MS Word, MS Outlook, MS excel, and Internet.

**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: JANUARY 21, 2010**

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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 at least two years post secondary study at college or university (high vocational school or equivalent); **(2)** At least two years of experience in office management support work; **(3)** Level IV (Fluent) speaking/ reading/writing in English and Thai; **(4)** Must be thoroughly familiar with Thai protocol, society, institutions, professional structures, Embassy regulations, and organizational structure; **(5)** Thorough general knowledge and basic understanding of U.S. social and cultural mores and institutions; **(6)** Must be able to use MS Word, MS Outlook, MS excel, and Internet.

**SELECTION PROCESS:**
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FSN#2010/05 (T)

## Administrative Assistant

**OPEN TO:** All Interested Candidates

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

**OPENING DATE:** January 8, 2010

**CLOSING DATE:** January 21, 2010

**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 Administrative Assistant in its CSI office, at Leam Chabang Customs, Chonburi Province , Chonburi Province, Thailand.

**BASIC FUNCTION OF POSITION:**

Responsible for administrative support of day-to-day operations of the Container Security Initiative Team in Laem Chabang. Provide assistance to CBP personnel as the interpreter/translator and office administrator. Act as a liaison between CBP officer, State Department and host country officials and private entities within the office area of responsibility. Responsible for administrative matters regarding procurement, budget and fiscal matters, and maintenance and completion of various management reports.

**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)** Bachelors Degree in Business Administration, Public Administration, Logistics, Political Science; **(2)** A minimum of one year of experience in reporting, record keeping or similar or office administration; **(3)** Level 4 (Fluent) speaking/reading/writing English and Thai; **(4)** Basic understanding of Thai Government structure, including Thai Customs, Immigration, and law enforcement agencies; **(5)** Ability to work accurately and pay attention to detail; **(6)** Knowledge of computer networks, Microsoft Office, MS Word, Excel and Internet.

**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: JANUARY 21, 2010**

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**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 Administrative Assistant in its CSI office, at Leam Chabang Customs, Chonburi Province , Chonburi Province, Thailand.

**BASIC FUNCTION OF POSITION:**

Responsible for administrative support of day-to-day operations of the Container Security Initiative Team in Laem Chabang. Provide assistance to CBP personnel as the interpreter/translator and office administrator. Act as a liaison between CBP officer, State Department and host country officials and private entities within the office area of responsibility. Responsible for administrative matters regarding procurement, budget and fiscal matters, and maintenance and completion of various management reports.

**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)** Bachelors Degree in Business Administration, Public Administration, Logistics, Political Science; **(2)** A minimum of 2 years of experience in reporting, record keeping or similar or office administration; **(3)** Level 4 (Fluent) speaking/reading/writing English and Thai; **(4)** Basic understanding of Thai Government structure, including Thai Customs, Immigration, and law enforcement agencies; **(5)** Ability to work accurately and pay attention to detail; **(6)** Knowledge of computer networks, Microsoft Office, MS Word, Excel and Internet.

**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: JANUARY 21, 2010**

FSN#2010/01

# Financial Analyst

**OPEN TO:** THAI Citizens

**POSITION:** Financial Analyst, FSN-9

**OPENING DATE:** January 8, 2010

**CLOSING DATE:** January 21, 2010

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:**
Ordinarily Resident (OR): FSN-9

The U.S. Embassy in Bangkok is seeking an individual for the position of Financial Analyst in the U.S. Agency for International Development/ Regional Financial Management Office (USAID/RFMO), located at Athenee Tower, Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Serve as a financial analyst for program funds to regional serviced offices in Thailand, Vietnam, China, Burma, Laos, Timor Leste, Micronesia, and Marshall Islands. Duties include analyzing and advising on financial aspects of USAID projects. Perform financial reviews and assess internal control systems. Some travel required to the regional serviced offices.

**QUALIFICATIONS REQUIRED:**

**NOTE:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

**(1)** Bachelor's degree in accounting, financial management, or other related financial field; **(2)** Five years of progressively responsible experience in accounting, auditing or financial management with a governmental, international or multi-national organization; **(3)** Must have a thorough knowledge and understanding of professional accounting principles, theories, practices and terminology as well as the principles and accepted practices of governmental and business financial accounting, budgeting, and reporting; **(4)** Level IV (Fluent) speaking/reading/writing in English and Thai (strong oral and written skills in English).

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**CLOSING DATE FOR THE POSITION: JANUARY 21, 2010**

FSN#2010/02 (T)

# Program Development Specialist

**OPEN TO:** THAI Citizens

**POSITION:** Program Development Specialist, FSN-10, Trainee

**OPENING DATE:** January 8, 2010

**CLOSING DATE:** January 21, 2010

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:**
Ordinarily Resident (OR): FSN-10 Trainee

The U.S. Embassy in Bangkok is seeking an individual for the position of Program Development Specialist in the U.S. Agency for International Development/ Regional Environment Office (USAID/REO), located at Athenee Tower, Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

The incumbent is responsible for planning, developing, managing, monitoring, and reporting environmental activities and programs, consistent with the priorities of the Regional Development Mission for Asia (RDMA) and the objectives of the U.S. Agency for International Development (USAID). A primary focus area for this position is addressing climate change-related challenges, particularly with respect to mitigation of greenhouse gas emissions in energy, industrial, and urban sectors in Asia. Another focus area is improving environmental governance through policy reform, institutional strengthening, and more effective enforcement of environmental laws and regulations. In this position the incumbent participates as a member of the RDMA's Regional Environment Office and guides and/or supervises contractors and grantees to increase program impact, enhance sustainability, and ensure compliance with USAID policies.

**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)** Master Degree in environmental sciences, environmental engineering, energy sciences, earth sciences, climate change, natural resources management (specializing in energy resources), public policy, or a related field; **(2)** At least four years of program or project management experience in addressing environmental issues, with at least three years of this experience in clean energy, energy efficiency in industries and cities, or a climate change -related area; **(3)** Must have a thorough knowledge and understanding of viable approaches for identifying critical environmental challenges and opportunities for clean energy and other greenhouse gas mitigation options in Asia; **(4)** Must have the demonstrated capability to design and implement environment programs in a development context and to collaborate with diverse stakeholders and partners; **(5)** Must possess

excellent communications and presentation skills; **(6)** Level IV (Fluent) speaking/reading/writing in English and Thai.

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**CLOSING DATE FOR THE POSITION: JANUARY 21, 2010**

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**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)** Master Degree in environmental sciences, environmental engineering, energy sciences, earth sciences, climate change, natural resources management (specializing in energy resources), public policy, or a related field; **(2)** At least five years of program or project management experience in addressing environmental issues, with at least three years of this experience in clean energy, energy efficiency in industries and cities, or a climate change -related area; **(3)** Must have a thorough knowledge and understanding of viable approaches for identifying critical environmental challenges and opportunities for clean energy and other greenhouse gas mitigation options in Asia; **(4)** Must have the demonstrated capability to design and implement environment programs in a development context and to collaborate with diverse stakeholders and partners; **(5)** Must possess excellent communications and presentation skills; **(6)** Level IV (Fluent) speaking/reading/writing in English and Thai.

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**CLOSING DATE FOR THE POSITION: JANUARY 21, 2010**

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