



Royal Thai Embassy's Announcement

No. 4 /2567

Position Opening (Extended deadline)

The Royal Thai Embassy in Prague is seeking applications from qualified individuals for the following opening position:

1. **Positions:** Political, Cultural and Economic Affairs Assistant
2. **Salary:** Starting salary range from 34,310.00 to 39,458.00 CZK/ month (gross rate)
3. **Term details:**

Full-time position of 5 days (40 hours per week). Staff are entitled to overtime for extra hours worked. The annual leave entitlement is 20 days per year pro rata. The Embassy also enjoys an average of 20 Czech/Thai public holidays per year.

4. **Level:** Assistant
5. **Work Location:** Royal Thai Embassy in Prague, Czech Republic

6. **Closing date for applications:**

22 May 2024 at 23:59 UTC+2

7. **Starting date:**

1 July 2024 (or earlier upon mutual agreement)

8. **Summary of position and duties:**

Under the general supervision of the Political/ Economic and Cultural Affairs Counsellors with primary responsibilities for the following:

- Research and compilation of background material on selected political and economic issues;
- Event/travel planning and logistics;
- Preparation/scheduling/organizing of meetings/cultural events.
- Facilitating and accompanying delegations' visits;
- Providing translation service on an occasional basis;
- Coordinating with Czech and Thai government agencies, private sector, academia, and NGOs; and
- Performing other duties as assigned by the Embassy.

9. **Qualifications**

- 9.1 **General Qualifications**

Meet one of the following requirements to legally stay and work in the Czech Republic:

- Czech Citizenship or
- Long-term/ Permanent Residence in the Czech Republic

9.2 Qualifications required for Political, Cultural and Economic Affairs Assistant Education:

- Possess a bachelor's degree or higher in Political Science, Economics, or related fields.

Language skills:

- Possess excellent verbal and written communication skills in both Czech and English languages (ability to communicate effectively in Thai is an additional asset).

Knowledge:

- Possess good typing skills as well as good computer literacy and the ability to use basic programs, including internet related and Microsoft Office;

- Possess skills in making PowerPoint presentations and infographics;

- Possess general knowledge of the Government of the Czech Republic including their key foreign policy priorities; and

- Possess knowledge of general office procedures and practices.

Abilities/Competencies:

- Adaptability/Flexibility/Resilience;

- Analytical and presentational skills;

- Punctual and ability to contribute to a positive work environment;

- Good communication skills;

- Motivation and ability to learn new things and develop;

- Teamwork and interpersonal relations;

- Planning and Organizing;

Operational Requirements:

- Overtime may be required occasionally;

- Travel may be required occasionally;

- Hours of work: Weekdays: 09h00-17h00; and

- Be flexible and ready to work remotely from home if instructed, based on your own expenses and adequate equipment.

Additional required qualifications

- In good health;

- Be polite, respectful and mature; and

- Uphold high ethical and moral standards as well as being efficient and result-oriented.

10. Condition(s) of Employment:

- Candidates must have a valid work authorization covering the entire employment period. If the employment is indeterminate, the work authorization should be permanent. Before an offer of employment can be made, candidates must provide a local address as proof of residence in the specific city, region and country so that if selected, it will appear on the offer letter.

- Any job offer is subject to receipt of satisfactory references and the ability to obtain and maintain a reliability rating (security clearance - including a criminal record and credit record) from the Government of the Kingdom of Thailand covering the entire employment period.

- A probationary period of no more than three months shall be observed.

11. Application Process:

How to apply

Please submit the application and required documents through;

- By Email at: visa@thaiembassy.cz and info@thaiembassy.cz
(Email Subject: Position Application)

Required Documents

- Cover Letters in English and Czech languages
- Curriculum Vitae (CV)
- Proof of legal residence in the Czech Republic
- Copy of Degree and Transcript
- Copy of Employment Verification Letter (If relevant)
- Copy of Work Training Certificate (If relevant)

- Note: 1) Applicants must present original documents to the Selection Committee on the day of the interview.
- 2) Please complete the application form and submit your cover letter and CV in English. Please include in your CV document copies of any certificates of employment from your last place of work and copies of certificates of education, including any relevant certificates of language proficiency and work permit by creating one PDF document;
- 3) A cover letter in English and Czech languages must explain why you are interested in the position and how your previous experience applies to this position. **Candidates must demonstrate concisely in their cover letter how they meet all essential qualifications.**
- 4) Applications which do not include the requested documents or information in the CV or cover letter will be rejected and candidates who submit their application after the closing date will be rejected.

12. Selection Process

Written Examination (online) (100 points)

The written examination will be conducted to assess the candidates' language proficiency in both Czech and English as well as general administrative knowledge.

Interview (at the Royal Thai Embassy) (100 points)

13. Application and Selection Period

Now – 22 May 2024	- Application Submission
27 May 2024	- Announcement of the Shortlisted Applicants
In late May- early June 2024	- Written Examination and Interview
10 June 2024	- Announcement of the Successful and Reserve Candidates

Candidates who cannot attend the written exam and the interview on the above date and time will be disqualified

Shortlisted applicants and Successful and Reserve candidates will be announced on the Embassy's website <http://www.thaiembassy.cz/> Successful candidates are required to submit a report of criminal records search from their state of residence to the Embassy within 30 days from the employment commencement date.

Important Notes

- Communication for the above-mentioned processes will be sent via email. It is the responsibility of the candidates to ensure accurate contact information is provided and updated as required.
- Candidates who apply to this vacancy should include an email address that accepts email from unknown users and regularly check their email, including spam folder.
- The Royal Thai Embassy in Prague does not reimburse any travel costs to and from interviews/exams nor does it reimburse any relocation costs.
- Due to the volume of applications receive, the Embassy will only contact the applicants who would attend an interview. Any applicants that do not hear from us should assume that your application has not been successful.

Announcement made on 18 April 2024

