



ANNOUNCEMENT

Vacancies for Consular Assistant

The Royal Thai Embassy will recruit three (3) suitable candidates for Consular Assistant.

Application Date: 1 October 2019 – 4 October 2019

Job Description

- Perform all functions at the visa front desk of Royal Thai Embassy, particularly, receiving of visa applications, distribution of passports, provision of visa information to applicants, as well as visa processing
- Organize daily visa application and other related documents
- Coordinate with local authorities and government agencies in relation to visa issues
- Make visa statistics and complete other jobs as assigned
- Net monthly salary is 20,800 NPR, without overtime pay

Qualifications

- Age not more than 35 years old
- Bachelor's degree or higher from a recognized university in any fields
- Excellent command of English and Nepali languages

Competencies for the position

- Proficiency in Microsoft Office and other IT systems
- Ability to work under pressure with positive and constructive attitude
- Ability to work in a client-service environment with excellent communication skills and possess a strong understanding of consular services
- Ability to work in team

How to apply

- Required documents for prospective candidates:
 1. Application Form (Please download the file from announcement section at <http://www.thaiembnepal.org.np/> or pick up a hard copy in person at the Embassy)
 2. Curriculum Vitae (CV) and a passport size photograph attached to CV
 3. Copies of passport bio-data page and National ID card
 4. Copies of degrees or certificates
 5. If available, prospective candidates may submit other documents to strengthen their application such as language test scores and letters of recommendation
- Submit application form and required documents in person at the Royal Thai Embassy or email with a heading "Application for Consular Assistant" to the following address:

Royal Thai Embassy (Consular Assistant Application)
167/4 Ward No. 3
Maharajgunj-Bansbari Road
Email: thaiemb@thaiembnepal.org.np

Remarks : - Late application will not be accepted.

- Interview date for the short listed applicants will be later announced.





APPLICATION FORM
Job Title: Consular Assistant
Royal Thai Embassy, Kathmandu

Date.....

Nepal ID card No..... Passport No.....

1. Personal Information

First Name..... Family name.....
 Date of Birth.....Age..... Nationality.....Religion.....
 Martial Status..... Husband/wife's name.....
 Father's name..... Mother's name.....
 Permanent Address.....

 Tel. No..... Mobile..... Email.....

2. Academic Information

2.1 Undergraduate

Institution's name.....
 Major Subject..... Degree.....

2.2 Graduate

Institution's name.....
 Major Subject..... Degree.....

3. Work Experience

3.1 Job title..... Dates (mm-yyyy): From.....to.....
 Company's name.....
 Main duties.....

3.2 Job title..... Dates (mm-yyyy): From.....to.....
 Company's name.....
 Main duties.....

4. Briefly explain the reason of applying for Consular Assistant position.

I certify that all information above is all truth.

Signature.....
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