



**Royal Thai Embassy**  
1024 Wisconsin Avenue, N.W., Suite 401  
Washington, D.C. 20007  
<http://www.thaembdc.org>  
e-mail : [thai.wsn@thaembdc.org](mailto:thai.wsn@thaembdc.org)  
Tel. (202) 944-3600 Fax. (202) 944-3611

**Royal Thai Embassy's Announcement**

No. 10 /2559

Job Opening at Royal Thai Embassy, Washington D.C.

Position: Embassy's Spokesperson / Speechwriter  
and Special Assistant to the Ambassador

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The Royal Thai Embassy in Washington D.C. is seeking applications from qualified individuals for the Embassy's Spokesperson / Speechwriter and Special Assistant to the Ambassador position. Applicants are required to meet the qualifications and requirements below.

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|---------------------|--|
| 1. Position/Salary  | Embassy's Spokesperson / Speechwriter and Special Assistant to the Ambassador<br><br>Salary 3,321.00 US Dollars/ month   |
| 2. Job Descriptions | <ul style="list-style-type: none"><li>- Researching and analyzing Thai - U.S. political, economic, and social issues</li><li>- Preparing and/or writing speeches, briefings, articles and other documents both in Thai and English</li><li>- Coordinating with US and Thai governmental agencies and private sector</li><li>- Performing other job-related duties as assigned</li></ul>  |
| 3. Qualifications   | <ul style="list-style-type: none"><li>- Bachelor's degree or higher</li><li>- Excellent verbal and written communication skills</li><li>- Meet one of the following requirements to stay and work in the U.S.;</li><li style="padding-left: 40px;">- Have Work Permit</li><li style="padding-left: 40px;">- Have Student (F-1) Visa with Optical Practical Training (OPT) work authorization</li><li style="padding-left: 40px;">- U.S. Permanent Resident (Green Card)</li><li style="padding-left: 40px;">- U.S. Citizenship</li><li>- Be in good health</li></ul> |

4. How to apply

- Have a positive attitude toward organization and others
- Work well with others and committed to hard work
- Application Deadline: 31 March 2016

Apply in person or by mail at:

Royal Thai Embassy, Washington D.C.

1024 Wisconsin Ave, N.W.

Suite 401, Washington DC 20007

Tel. (202)944-3600

Fax. (202)944-3611 (Office Hours: 9 am – 12.30 pm and 2 pm – 5 pm)

Or Email: [embassy\\_job@thaiembdc.org](mailto:embassy_job@thaiembdc.org)

5. Required Documents

- Cover Letter
- Resume
- Copy of Transcript
- Employment Verification Letter
- Coursework Training Certification (Optional)

6. Selection Process

Written Examination (100 Points) and Interview (100 points)

7. Announcement date for  
Qualified Applicants  
for Written Examination

To be announced on website: [www.thaiembdc.org](http://www.thaiembdc.org)

Announcement made on 1 March 2016

(Signed)



(Pisan Manawapat)

Ambassador