



Royal Thai Embassy

Jl. DR. Ide Anak Agung Gde Agung,
Kav. E3.3 No.3 (Lot 8.8) Kawasan
Mega Kuningan, Jakarta 12950
Tel: (62-21) 2932 8190-94
Fax: (62-21) 2932 8201

VACANCY ANNOUNCEMENT

The Royal Thai Embassy is seeking an “Education Assistant” who will be assisting the officials of the Embassy with the following tasks:

- 1) Assist in arranging activities related to the field of education and Thai students in Indonesia,
- 2) Update the database of Thai students in Indonesia,
- 3) Liaise with Thai student focal points, education institutions, relevant Indonesian government agencies and other parties on issues and activities related to the Education Section, and
- 4) Assist officials in handling administrative matters and other tasks as requested.

Position: Education Assistant

Location: The Royal Thai Embassy
Jl. DR Ide Anak Agung Gde Agung Kav. E.3.3 No. 3 (Lot 8.8),
Kawasan Mega Kuningan, Jakarta 12950
Tel: +62 21 2932 8190-4 ext. 460

Qualifications:

- Bachelor’s degree
- Advanced command of English and native speaker level of Bahasa Indonesia. Some knowledge of Thai language will be an advantage.
- Experiences in event management,
- Able to work overtime, on weekends, and travel out of Jakarta,
- Honest, service-minded, hard-working and a team player

Salary: 405 USD per month

Interested candidates are requested to submit a short resume with photograph to e-mail rtejkt.recruitment@gmail.com. The deadline for submission is 25 July 2023 at 16.00 hrs. Only shortlisted candidates will be contacted for interview.