



**Announcement of the Royal Thai Embassy, Jakarta**  
**Subject: Job Opportunity: Driver (One Full-time Position)**

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The Royal Thai Embassy, Jakarta is seeking qualified applications for the position of Driver. Details are as follows :

**1. Position**

Position: Driver  
Number of position: One full-time Position  
Commencement salary: 540.- USD. per month  
Period of employment: As from 1 October 2025

**2. Job Description and Responsibilities**

- 2.1 Operate the Embassy's vehicle as instructed, including transport of passengers and packages.
- 2.2 Carry out vehicle maintenance checks, including engine oil and cooling system, electric and break systems, tires, battery, air conditioning and petrol, to ensure that the vehicle is in good working condition
- 2.3 Keep the vehicle clean and in good condition, ready for use;
- 2.4 Perform duty as assign and strictly comply with relevant local traffic laws and regulations;
- 2.5 Perform other functions as assigned by the Embassy.

**3. Qualifications**

- 3.1 Must be an Indonesian citizen or a Permanent Resident in Indonesia;
- 3.2 Possess a valid Indonesian driver's licence of no less than five years and have driving experience of no less than five years;
- 3.3 Have good knowledge of Indonesian traffic laws and regulations;
- 3.4 Does not have health condition that may affect the performance of duty, e.g. high blood pressure, colour blind, cardiac disease, or other disease that may be not be suitable for driving. Medical certificate will be required;
- 3.5 Have good knowledge of roads and directions in Jakarta
- 3.6 Have basic knowledge on mechanics, car maintenance and able to drive vehicle(s) with automatic and manual transmission;
- 3.7 Does not consume alcohol over the legal limit and does not obsess with gambling or involve in drugs;
- 3.8 Never been bankrupt or imprisoned or charged with serious traffic violation, unless for petty offences;
- 3.9 Possess a positive and professional attitude, be a responsible person with good interpersonal skill, able to provide reliable, efficient and courteous service to the supervisor and others.

3.10 Senior high school education or higher with good command in English language; and

3.11 Able to work overtime and during weekends and holidays, as may be assigned occasionally.

#### **4. Application procedures**

4.1 Application is opened until 12 September 2025, at 17.00 hrs.

4.2 Applications can be submitted

(1) in-person at the Royal Thai Embassy, Jl. Dr Ide Anak Agung Gde Agung kav. No. 3.3 (Lot 8.8), Kawasan Mega Kuningan, Jakarta Indonesia 12950 , during working days between 09.00 -17.00 hours.

(2) by email at [thaiembassyjkt.job@gmail.com](mailto:thaiembassyjkt.job@gmail.com) indicating in the Subject line "Job Application Driver"

4.3 For further enquiries, please email [thaiembassyjkt.job@gmail.com](mailto:thaiembassyjkt.job@gmail.com) indicating Subject line "Job Application Driver"

#### **5. Required documents**

5.1 Résumé

5.2 Copy of passport or National ID

5.3 Copy of Indonesian Driving License

5.4 Passport sized photo

5.5 Copy of educational degree(s)

5.6 Copy of proof of work experience / reference letters (if any)

5.7 Copy of proof of training experience (if any)

5.8 Copy of other relevant documents such as change of name or surname, certificate of marriage (if any)

5.9 Digital National Police Certificate

5.10 Medical certificate – fitness to drive e.g. vision, hearing, blood pressure and overall health, including any chronic conditions or medications.

All copies of the above-mentioned documents must be signed and certified true copy.

#### **6. Selection Criteria**

6.1 The Embassy will set up a Selection Committee to conduct an interview. The Committee will consider eligible applicants based on the submitted documents and interview result. The committee will consider applicants based on their performance. The decision of the Committee is final.

6.2 Should there be only one application submitted, the Embassy reserves the right not to offer the sole applicant the position unless the applicant meets the requirements of the selection criteria.

**6.3 The Applicants are required to attend an interview session in person at the Royal Thai Embassy, Jl. Dr Ide Anak Agung Gde Agung kav. No. 3.3 (Lot 8.8), Kawasan Mega Kuningan, Jakarta Indonesia 12950, on 19 September 2025 between 10.00 -17.00 hours.**

**7. Timeframe**

- Submission of applications until 12 September 2025
- Interview 19 September 2025
- Announcement of the final results 23 September 2025
- Starting date of employment 1 October 2025

Royal Thai Embassy, Jakarta  
1 September 2025

