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PERMANENT MISSION OF THAILAND
5, Rue Gustave-Moynier
1202 GENEVA

Job Vacancy Announcement

The Permanent Mission of Thailand to the United Nations Office and other International Organizations in Geneva is seeking an individual for a job vacancy, details of which are in the followings:

Position:	Clerk
Opening date of application:	24 February 2023
Closing date of application:	01 April 2023
Date of commencement of work:	01 May 2023
Working hours:	9.00 – 13.00, 14.00 – 17.30 hrs.
Salary:	Starting from 3,823-CHF/month

Qualification required:

1. Age between 22 – 40 years old
2. Fluency in French and English, both spoken and written
3. Effective communication and operational knowledge in using computers and computer software
4. Holder of a valid permanent residence permit allowing full-time employment in Switzerland
5. Working experience in areas related to job responsibility will be positively considered
6. A service-oriented mind, good human relations skills, positive attitude towards teamwork, strong sense of responsibility, and a willingness to contribute are essential.

Application documents required:

1. Two (2) recent photographs taken within the last 6 months
2. Copy of national ID card or passport
3. Copy of permanent residence permit
4. Copy of education transcript
5. Curriculum vitae / Resumé

Qualified applicants interested in this position must submit required documents via registered post to the Permanent Mission of Thailand, 5 rue Gustave-Moynier, 1202 Geneva, Switzerland, or via email: thaimission.gva@mfa.go.th **no later than 17.00 hrs. of 1 April 2023.**

