



Announcement of the Royal Thai Embassy, Brussels
Subject: Job opening for the position of Office Manager (full-time)

The Royal Thai Embassy in Brussels wishes to recruit a staff for the position of “Office Manager” with the following details:

1. Roles and responsibilities

Main responsibilities

1.1 Maintenance of Embassy’s properties

Perform administrative work with regard to the maintenance of the Embassy’s properties including the Embassy premises and Ambassador Residence, all systems, furniture and equipment therein, and the Embassy’s vehicles which includes regular check, report, contact and coordinate with service providers, insurance, police and relevant authorities as necessary for the maintenance and security of the Properties. Prepare and update manual and database for the said maintenance.

1.2 Procurement process

Assist in procurement process for goods and services of the Embassy.

1.3 Service for Embassy diplomats

Assist diplomats on their settlement and/or departure and in contacting relevant entities as required.

Other responsibilities

- Assist in the organization of cultural activities as required
- Assist in other tasks as assigned by the Head or the Deputy Head of

Mission

2. Qualification required

2.1 A legal residence permit allowing to reside and work legally in Belgium on a full-time basis

2.2 No criminal records or serious medical conditions that would prohibit them from working safely and regularly

2.3 Degree in a discipline of relevance to the role of office manager or significant relevant professional experience in a management role

2.4 Excellent written and oral language skills in French and English (Dutch would be an advantage)

2.5 Minimum of two years’ relevant work experience; relevant experience in embassies and international organizations are particularly desirable

2.6 High level of organisation skills and strong interpersonal skill

2.7 Strong IT skills, especially standard MS Office applications

3. Other conditions

There is a 3-month probation period (initial contract length), after which the contract may be extended for one year.

4. Application, deadline and interview

4.1 Application

Interested applicants must provide the followings:

4.1.1 CV with recent photo (taken within the last 6 month)

4.1.2 A signed application letter

4.1.3 **Police clearance certificate (*extrait de casier judiciaire central*)**

4.1.4 Copy of national ID card issued by Belgium

4.1.5 Copy of relevant diploma, certificate and/or transcript

4.1.6 Recommendation letter (s) from former employer (s)

Applications must be submitted electronically via press.brs@mfa.go.th and suchada.m@mfa.go.th Application emails should include the subject “Office Manager Applicant [insert name of applicant] 2022”. **All the above required documents must be submitted in English.** Any attachments in the application email should be in the PDF or Word formats. Only completed applications will be considered.

4.2 Deadline

The application is open until Friday 25 February 2022

4.3 Interview

Applicants who have passed the preliminary selection process will be contacted directly to schedule an interview.

Announced on 15 February 2022

Royal Thai Embassy, Brussels

