



Announcement of the Royal Thai Embassy in Madrid

Subject: Job Recruitment

The Royal Thai Embassy in Madrid is currently recruiting a local staff for the position of Political and Economic Analyst and Protocol Assistant. Details are as follows:

1. Description
 - 1.1 Job title: Political and Economic Analyst and Protocol Assistant
 - 1.2 Gross monthly salary: 1,535 Euros
 - 1.3 Closing date for application: 8 March 2019
2. The key responsibilities of the position include, but not limited to:
 - 2.1 Undertake research and analysis and prepare reports on Spanish political and economic issues;
 - 2.2 Summarize main news on developments in Spain and other Spain-related issues;
 - 2.3 Organize programs and agenda for official visitors from Thailand;
 - 2.4 Assist with protocol matters;
 - 2.5 Other administrative duties and tasks, as required.
3. Qualifications and Skills :
 - 3.1 Bachelor's Degree (minimum) in a field related to politics, international affairs and/or economics;
 - 3.2 Excellent written and spoken English and Spanish;
 - 3.3 Good knowledge and experience of international affairs, politics, economics and cultural aspect of Spain;
 - 3.4 Good command of Microsoft Office, communications software as well as other social media;
 - 3.5 Ready to work as part of a team;
 - 3.6 In good health condition;
 - 3.7 Willing to work extra hours when required.
4. How to apply :
 - 4.1 Please send your CV in English and Spanish with certificate of no criminal record from the Spanish Police and the complete application form attached, along with a recent photo, to the Consular Section of the Royal Thai Embassy (Calle Joaquín Costa, 29, 28002, Madrid).
 - 4.2 The application form can be downloaded from the Embassy's website, www.thaiembassy.org/madrid/
 - 4.3 All applications must be received no later than 8 March 2019.
 - 4.4 Qualified candidates will be contacted to take a written examination on 22 March 2019.
 - 4.5 Final interview will take place in the first half of April 2019.
5. The successful candidate must be available to work from 2 May 2019.
6. Probation period shall be 1 year.

February 4, 2019 Madrid.

