

**Job Description**  
**Royal Thai Embassy, New Delhi**  
**PUBLIC AFFAIRS ASSISTANT**

**RESPONSIBILITIES:**

- Assist Thai diplomats in conducting Public Affairs projects, including Namaste Thailand Festival, Namaste Thailand Film Festival, Namaste Thailand Quiz, special exhibitions, seminars, etc.
- Provides logistical and operational support, including handling correspondence, responding to day-to-day enquiries, and coordinating visits of delegations – both inbound and outbound, including a liaison duty for Thai delegations or high-level representatives/VVIP of Thailand.
- Contact, coordinate, and maintain close working relationships with key Indian officials and Indian governmental agencies related to media, educational and cultural affairs; Indian press and journalists; private sector; universities and academic institutes; cultural organizations; and Foreign Embassies and Diplomatic Missions in New Delhi.
- Monitor news and reports, on a daily basis, on India's soft diplomacy, ASEAN affairs, India's policy as well as bilateral and multilateral relations with other countries on cultural, academic, and development cooperation, as well as India's domestic affairs on education and culture. Sources of information include official sources and all forms of mass media: newspaper, magazines, academic journals, radio, television and online media.
- Follow and analyze the current trend of the Media in India. Maintain the list of influential media, both traditional, mainstream media and new media.
- Summarize, analyze, and present reports on information that could be of use or could have an impact on the conduct of Thai-Indian relations, at bilateral, regional, and multilateral levels.
- Attend seminars/conferences as assigned and make summary reports. (The report is expected to be submitted to concerned officers within 2 days)
- Compile information on India's educational, academic and cultural cooperation with friendly countries, and follow and analyze information about Indian policy towards foreign students.
- Other responsibilities assigned by the Embassy.
- Occasional overtime will be required.
- Some travel may be required.

**QUALIFICATIONS:**

- Ability to analyze information and make recommendations
- Ability to establish and maintain a network of contacts
- Ability to work independently, manage time, prioritize and meet deadlines
- Effective interpersonal skills
- Effective interactive communication skills both oral and written
- Exercise sound judgement
- Adaptability and flexibility

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