

ADVERTISEMENT FOR VACANT POST

INSTITUTE OF DIPLOMACY AND FOREIGN RELATIONS (IDFR)

The Institute of Diplomacy and Foreign Relations (IDFR) would like to invite Malaysian citizens with expertise in the relevant fields to fill the vacant posts in IDFR.

<p>1. DIRECTOR OF MANAGEMENT AND CORPORATE SERVICES DIVISION GRADE 54 (OPEN POST)</p>
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Post : **Contract**

Service Group : **Administrative and Professional**

Job Description : **The Person is Responsible in relation to
Administrative Work, Human Resource, Finance and
Corporate Affairs**

REMUNERATION:

P1T1 RM 5160.68 - P1T8 RM 6716.36
P2T1 RM 5617.09 - P2T8 RM 7331.39

ALLOWANCES:

Housing : RM900.00
Entertainment : RM800.00
Livelihood Assistance (COLA) : RM300.00

QUALIFICATION REQUIREMENT

(a) Academic Requirement:

Those interested should have the academic qualification listed below:

- I) A Master's degree in the related field from any higher institutions of Malaysia, acknowledged by the government or other equivalent recognised qualification;
- II) A Bachelor's degree (Honours) in the related field from any higher institutions of Malaysia, acknowledged by the government or other equivalent recognised qualification;
- III) A Credit in Bahasa Malaysia/Bahasa Melayu (with a pass in the Oral Exam) at the Sijil Pelajaran Malaysia (SPM) level or equivalent and acknowledged by the government.

(b) Work Experience

- I) Have at least fifteen (15) years experience, preferably in the field of administration, corporate affairs and public relations.

2. UNIT HEAD GRADE 52 (OPEN POST)

Post : **Contract**

Service Group : **Administrative and Professional**

Job Description : **The Person is Responsible in Carrying-out Case Studies and Research, including Administrative Duties Pertaining to Academic Affairs**

REMUNERATION:

P1T1 RM 4981.18 - P1T8 RM 6432.49

P2T1 RM 5454.29 - P2T8 RM 7022.50

ALLOWANCES:

Housing : RM700.00
Entertainment : RM600.00
Livelihood Assistance (COLA) : RM300.00

QUALIFICATION REQUIREMENT

(a) Academic Requirement:

Interested applicants should have the academic qualifications listed below:

- I) A Philosophy doctorate (PhD) in related field from any higher institutions of Malaysia, acknowledged by the government or other equivalent recognised qualification;
- II) A Master's degree in related field from any higher institutions of Malaysia, acknowledged by the government or other equivalent recognised qualification;

- III) A Bachelor's degree in the field of academic, research or international studies from any higher institutions of Malaysia, acknowledged by the government or other equivalent recognised qualification;
- IV) A Credit in Bahasa Malaysia/Bahasa Melayu (with a pass in the Oral Exam) at the Sijil Pelajaran Malaysia (SPM) level or equivalent acknowledged by the government.

(b) Work Experience

- I) Have some work experience, preferably in the field of academic or research related to international relations.

3. DEPUTY DIRECTOR GRADE 48 (OPEN POST)

Post : **Contract**

Service Group : **Administrative and Professional**

Job Description : **The Person is Responsible in Carrying-out Case Studies and Research, including Administrative Duties Pertaining to Academic Affairs**

REMUNERATION:

P1T1 RM 4349.44 - P1T8 RM 5771.56
P2T1 RM 4780.81 - P2T8 RM 6319.83

ALLOWANCES:

Housing : RM700.00
Entertainment : RM550.00
Livelihood Assistance (COLA) : RM300.00

QUALIFICATION REQUIREMENT

(c) Academic Requirement:

Interested applicants should have the academic qualifications listed below:

- IV) A Master's degree in related field from any higher institutions of Malaysia, acknowledged by the government or other equivalent recognised qualification;
- V) A Bachelor's degree in the field of academic, research or international studies from any higher institutions of Malaysia, acknowledged by the government or other equivalent recognised qualification;

- VI) A Credit in Bahasa Malaysia/Bahasa Melayu (with a pass in the Oral Exam) at the Sijil Pelajaran Malaysia (SPM) level or equivalent and acknowledged by the government.

(d) Work Experience

- II) Have at least five (5) years experience, preferably in the field of academic or research related to international relations.

4. ENGLISH LANGUAGE TEACHER GRADE 48 (OPEN POST)

Post : **Contract**

Service Group : **Administrative and Professional**

Job Description : **The Person is Responsible in Teaching the English Language**

REMUNERATION:

P1T1 RM 4355.00 - P1T8 RM 5777.12
P2T1 RM 4786.37 - P2T8 RM 6325.39

ALLOWANCES:

Housing : RM700.00
Entertainment : RM550.00
Livelihood Assistance (COLA) : RM300.00

QUALIFICATION REQUIREMENT

(a) Academic Requirement:

Interested applicants should have the academic qualifications listed below:

- i) A Bachelor's degree in English Language Studies from any higher institutions of Malaysia, acknowledged by the government or other equivalent recognised qualification; and
- ii) A Credit in Bahasa Malaysia/Bahasa Melayu (with a pass in the Oral Exam) at the Sijil Pelajaran Malaysia (SPM) level or equivalent and acknowledged by the government.

(b) Work Experience

- i) Have at least ten (10) years experience, preferably in the teaching of English Language;
- ii) Priority will be given to candidates with experience in teaching adult learners; and
- iii) Retirees are encouraged to apply.

5. ASSISTANT DIRECTOR GRADE 44 (OPEN POST)

Post : **Contract**

Service Group : **Administrative and Professional**

Job Description : **The Person is Responsible in Coordinating IDFR Training Programmes**

REMUNERATION:

P1T1 RM 2976.03 - P1T14 RM 4929.67
P2T1 RM 3294.69 - P2T14 RM 5411.22

ALLOWANCES:

Housing : RM250.00
Entertainment : RM300.00
Livelihood Assistance (COLA) : RM300.00

QUALIFICATION REQUIREMENT

(a) Academic Requirement:

Interested applicants should have the academic qualifications listed below:

- i) A Bachelor's degree in International Studies from any higher institutions of Malaysia, acknowledged by the government or other equivalent recognised qualification; and
- ii) A Credit in Bahasa Malaysia/Bahasa Melayu (with a pass in the Oral Exam) at the Sijil Pelajaran Malaysia (SPM) level or equivalent and acknowledged by the government.

(b) Work Experience

- 1) Have at least five (5) years experience, preferably in the field of training.

6. ASSISTANT DIRECTOR GRADE 41 (OPEN POST)

Post : **Contract**

Service Group : **Administrative and Professional**

Job Description : **The Person is Responsible in Assisting with Research Work, Publication and Event Management**

REMUNERATION MATRIX:

P1T1 RM 1690.28 - P1T27 RM 4640.28
P2T1 RM 1784.90 - P2T27 RM 4918.55
P3T1 RM 1883.70 - P3T27 RM 5220.62

ALLOWANCES:

Housing : RM250.00
Entertainment : RM300.00
Livelihood Assistance (COLA) : RM300.00

QUALIFICATION REQUIREMENT

(a) Academic Requirement:

Interested applicants should have the academic qualifications listed below:

- i) A Bachelor's degree in International Studies or Publication or related field acknowledged by the government, from any higher institutions of Malaysia, or other equivalent recognised qualification; and
- ii) A Credit in Bahasa Malaysia/Bahasa Melayu (with a pass in the Oral Exam) at the Sijil Pelajaran Malaysia (SPM) level or equivalent and acknowledged by the government.

(b) Work Experience

- i) Have at least three (3) years experience in carrying-out researches in international relations; or
- ii) Have at least three (3) years experience in publication; or
- III) Applicants with experience in public relations and corporate event management will be considered; and
- iv) Fresh graduates are encouraged to apply.

7. LANGUAGE TEACHER GRADE 41 (OPEN POST)

Post : **Contract**

Service Group : **Administrative and Professional**

Job Description : **The Person is Responsible in Teaching the English Language**

REMUNERATION:

P1T1 RM 1695.85 - P1T8 RM 4645.85
P2T1 RM 1889.27 - P2T8 RM 5226.19

ALLOWANCES:

Housing : RM250.00
Entertainment : RM300.00
Livelihood Assistance (COLA) : RM300.00

QUALIFICATION REQUIREMENT

(a) Academic Requirement:

Interested applicants should have the academic qualifications listed below:

- i) A Bachelor's degree in English Language Studies from any higher institutions of Malaysia, acknowledged by the government or other equivalent recognised qualification; and
- ii) A Credit in Bahasa Malaysia/Bahasa Melayu (with a pass in the Oral Exam) at the Sijil Pelajaran Malaysia (SPM) level or equivalent and acknowledged by the government.

(b) Work Experience

- i) Have at least three (3) years experience, preferably in teaching the English Language.

ADDITIONAL REQUIREMENTS

Interested applicants for post No. 1 - 6 as stated in the advertisement need to meet with these additional requirements:

- I) Applicants should be 18 years old and above at the closing date of the advertisement.
- II) Applicants that are presently working in the Government Sector or Statutory Bodies **MUST SUBMIT THEIR APPLICATION THROUGH THEIR RESPECTIVE HEAD OF DEPARTMENT** and should include **A COPY OF AN UP-DATED RECORD OF SERVICES;**
- III) An **ENDORSED COPY** of the following documents **MUST** be included with the application:
 - **Identification Card**
 - **MCE/SPM, HSC/STPM Certificate or equivalent**
 - **Diploma, Bachelor's Degree, Master, PhD (Scroll and Detailed Academic Transcript)**
 - **Letter of Credential from Present/Previous Employee(s) to gauge working experience/ to determine starting salary**
- IV) Only short-listed applicants will be called for interview.
- v) Applicants who do not received any response six (6) months after the closing date of the advertisement, are considered unsuccessful.

HOW TO APPLY

- (a) Applicants are requested to submit in writing their detailed C.V, contact telephone number together with a recent passport size photo (n.r.) to the following address:

EXECUTIVE CHAIRMAN

INSTITUTE OF DIPLOMACY AND FOREIGN RELATIONS (IDFR)

JALAN WISMA PUTRA

50460 KUALA LUMPUR

TEL: 03-21491000

(B) The closing date for the application is 3 weeks after the advertisement is advertised in the newspaper.