



Be Part of Our Presigious and Dynamic Team

The Institute of Diplomacy and Foreign Relations (IDFR) established under the Ministry of Foreign Affairs, Malaysia for the purpose of training Foreign Service officers and other Government officers, is seeking candidates who are results-driven and with the passion for excellence, perseverance and pro-activeness to join the Institute and be part of its team for the following positions:

DIRECTOR, REGIONAL STUDIES AND SECURITIES DIVISION GRADE 54

- i. Responsible for providing leadership, supervision and management of IDFR's Regional Studies and Securities Division which include conducting conferences, seminars, workshops, roundtable discussions and public lectures in the field of diplomacy and international relations.
- ii. A Doctorate (Ph.D) or Master's degree in Diplomacy and International Relations or any other related disciplines with at least 15 years of experience.
- iii. A credit in Bahasa Melayu (with a pass in the oral examination) at the Sijil Pelajaran Malaysia (SPM) level or equivalent that is recognised by the Government.
- iv. Good report-writing, communication and presentation skills.
- v. High diplomatic skills and ability to interact with local and foreign leaders and eminent persons.

SENIOR DEPUTY DIRECTOR GRADE 52

- i. Responsible for heading a Section and carrying out programmes and activities of the Institute including designing, developing and coordinating training and development programmes related to diplomacy and international relations.
- ii. Excellent research and writing skills with strong abilities in building networking and event organization as well as in media and public relations.
- iii. A Master's or Bachelor's Degree in International Relations, Communications or any other related disciplines with at least 10-12 years of experience.
- iv. A credit in Bahasa Melayu (with a pass in the oral examination) at the Sijil Pelajaran Malaysia (SPM) level or equivalent that is recognized by the Government.
- v. High diplomatic skills and ability to interact with local and foreign leaders and eminent persons.

DEPUTY DIRECTOR GRADE 48

- i. Responsible for heading a Section and carrying out programmes and activities of the Institute including designing, developing and coordinating training and development programmes related to diplomacy and international relations.
- ii. Excellent research and writing skills with strong abilities in building networking and event organization as well as in media and public relations.
- iii. A Master's or Bachelor's Degree in International Relations, Communications or any other related disciplines with at least 8-10 years of experience.
- iv. A credit in Bahasa Melayu (with a pass in the oral examination) at the Sijil Pelajaran Malaysia (SPM) level or equivalent that is recognized by the Government.
- v. High diplomatic skills and ability to interact with local and foreign leaders and eminent persons.

Interested candidates are invited to submit their applications stating the position applied for together with detailed curriculum vitae specifying qualifications, work experience and contact details. Please also enclose copies of academic certificates, identification card and passport sized photograph and send them to:

**Director General
Institute Of Diplomacy and Foreign Relations
Ministry of Foreign Affairs
Jalan Wisma Putra
50460, Kuala Lumpur**

Closing Date: 1 March 2013
(Only Shortlisted Candidates Will Be Notified)