



Be Part of Our Prestigious and Dynamic Team

The Institute of Diplomacy and Foreign Relations (IDFR), Ministry of Foreign Affairs Malaysia is seeking candidates who are results – orientated and with the passion for performance excellence, perseverance and pro – activeness to join the Institute and be part of its team for the following positions:

RESEARCH OFFICER, GRADE 48 / 52 / 54

- **CENTRE FOR POLITICAL STUDIES AND ECONOMIC DIPLOMACY**
- **CENTRE FOR LEADERSHIP, NEGOTIATION AND PUBLIC DIPLOMACY**
- **CENTRE FOR LANGUAGE AND CULTURAL DIPLOMACY**

Requirements:

- Malaysian citizen
- Master Degree in the relevant fields. A PhD degree would be an added advantage
- Five (5) to (7) years of working experience
- Excellent command of spoken and written Bahasa Melayu and English.
- A team player, self-motivated and achievement oriented
- Good communication and interpersonal skills
- Exposure to conducting research, international teaching & learning setting will be an added advantage

Main responsibilities:

- Identify and suggest appropriate research areas to be conducted by the various Centres.
- Responsible at suggesting syllabus design, development of teaching and learning materials for courses.
- Able to conduct the teaching, learning and management of courses
- Write articles / papers on researches done, for publication according to the various Centres.
- Plan and organise relevant workshops / forums / seminars / roundtable discussions
- Attend management and technical meetings
- Initiate the outsourcing of research materials from institutions of higher learning and think – tanks from inside and outside the country
- Compile appropriate data bank on research materials to be used as resource materials by other agencies



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RESEARCH OFFICER, GRADE 41 / 44

- **CENTRE FOR POLITICAL STUDIES AND ECONOMIC DIPLOMACY**
- **CENTRE FOR LEADERSHIP, NEGOTIATION AND PUBLIC DIPLOMACY**

Requirements:

- Malaysian citizen
- Bachelor Degree in the relevant fields. A Master degree would be an added advantage
- Five (3) to (5) years of working experience
- Excellent command of spoken and written Bahasa Melayu and English.
- A team player, self-motivated and achievement oriented
- Good communication and interpersonal skills
- Exposure to conducting research, international teaching & learning setting will be an added advantage

Main responsibilities:

- Assist in research projects on the relevant fields according to the Centre.
- Assist in writing articles / papers for publications according to the various Centres.
- Undertake the administrative duties including maintaining participants' records, correspondence and reports, writing references and liaising with the relevant bodies within the Institute.
- Assist in planning and organizing the programmes and events conducted by the Institute and the various Centres
- Attend management and technical meetings
- Assist with social events
- Responsible in preparing and writing of reports on courses / programmes conducted



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LANGUAGE OFFICER, GRADE 41 / 44

- CENTRE FOR LANGUAGE AND CULTURAL DIPLOMACY

Requirements:

- Experience in teaching one of the language programmes (English / Spanish / Mandarin / French / Arabic)
- Bachelor Degree in the relevant fields. A Master degree would be an added advantage
- Five (3) to (5) years of working experience
- Excellent command of spoken and written Bahasa Melayu and English
- A team player, self-motivated and achievement oriented
- Good communication and interpersonal skills
- Exposure to conducting research, international teaching & learning environment would will be an added advantage

Main responsibilities:

- Inculcate language and cultural elements in language training programmes
- Assist in conducting language training programme
- Assist in planning and constructing the target language modules
- Assist in conducting language training
- Encourage the use of the target language through professional, arts and cultural activities
- Compile and construct e – learning materials
- Evaluate and keep a record of participants' language performance
- Prepare and write reports on the conducted language training programme



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INTERPRETER, GRADE 41 / 44

- CENTRE FOR LANGUAGE AND CULTURAL DIPLOMACY

Requirements:

- Malaysian citizen
- Bachelor Degree in relevant field. A Masters degree will be an advantage
- Five (3) to (5) years of working experience
- Excellent command of spoken and written Bahasa Melayu, English and Mandarin
- A team player, self-motivated and achievement oriented
- Good communication and interpersonal skills
- Exposure to conducting research, an international teaching & learning setting will be an added advantage

Main responsibilities:

- Assist in translating documents to be uploaded on IDFR website
- Assist the Researchers in editing and translating articles/papers for presentation and publication
- Assist the Researchers at the Centre to analyse and translate data and articles/papers needed for researches
- Act as an interpreter in colloquiums, workshops, seminars, forums, conference conducted by the Centre and IDFR
- Act as a reporter (*rapporteur*) at conferences, workshops, meetings, seminars and colloquiums conducted by IDFR or the Ministry of Foreign Affairs

Interested candidates are invited to submit their applications **stating the position applied and Centre of choice** together with detailed curriculum vitae which include 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 (IDFR)
Ministry of Foreign Affairs
Jalan Wisma Putra
50460 Kuala Lumpur
Tel: 603 – 2149 1000
Fax: 603 – 2144 2529
Email: vacancy@idfr.gov.my
(Attn: Mr. Saiful Ezane bin Mazlan / Mr. Amirulhusni bin Sahar)**

Closing Date: 30.9.2015 (Wednesday)
(Only Shortlisted Candidates Will Be Notified)