



**RECRUITMENT OF MySTEP PERSONNEL  
INSTITUTE OF DIPLOMACY AND FOREIGN RELATIONS  
MINISTRY OF FOREIGN AFFAIRS, MALAYSIA**

The Institute of Diplomacy and Foreign Relations (IDFR), Ministry of Foreign Affairs, Malaysia is seeking candidates who are driven, result-oriented and proactive to fill the following position at the Institute:

**POSITION** : MySTEP PERSONNEL  
**SALARY** : RM 1,400.00 – RM 2,000.00 PER MONTH  
**BENEFITS** : ANNUAL LEAVE, MEDICAL LEAVE, EPF & SOCSO CONTRIBUTION

**REQUIREMENTS**

1. Malaysian citizens.
2. Aged 18 years and above.
3. Individuals who possess Certificate / Diploma / Bachelor's Degree in International Relations / Linguistics / Economics or other relevant courses are encouraged to apply.
4. Experienced in conducting research and training is an added advantage.
5. Able to work independently as well as in a team, and perform ad-hoc tasks as assigned.
6. Able to converse and write fluently in Bahasa Malaysia and English.
7. Creative and innovative.
8. Have completed two doses of COVID-19 vaccination.

**APPLICATION DETAILS**

Interested candidates are invited to submit their applications with a resume, most recent passport photograph, academic certificates and transcripts to:

[vacancy@idfr.gov.my](mailto:vacancy@idfr.gov.my)

**Tel: 603 – 2149 1000**

**Fax: 603 – 2144 2529**

Applications should be clearly stated **“MySTEP Personnel IDFR 2021”** in the title of the email.

**Closing Date: 27 December 2021 (Monday)**  
**(Only shortlisted candidates will be notified)**