



INSTITUTE OF DIPLOMACY AND FOREIGN RELATIONS
MINISTRY OF FOREIGN AFFAIRS MALAYSIA

INDUSTRIAL TRAINING PROGRAMME FOR THE YEAR OF 2024

Institute of Diplomacy and Foreign Relations (IDFR), Ministry of Foreign Affairs, Malaysia offers industrial training opportunities to Malaysian students who are currently pursuing Bachelor's Degree from Public / Private Institutions.

A. INDUSTRIAL TRAINING ALLOWANCE: Subject To Financial Allocations

B. REQUIREMENTS:

1. Malaysian citizen;
2. A minimum of eighteen (18) years of age;
3. A **Bachelor or Degree** in a related field (International Relations / Linguistics / Economics or other related course)
4. Has excellent academic results (CGPA 3.00 and above) and shows high leadership qualities;
5. Able to work independently as well as part of a team and be able to perform any ad hoc tasks assigned by the supervisor;
6. Excellent command of English and Bahasa Malaysia (spoken and written);
7. Experienced in conducting research and having skills related to media is an added advantage; and
8. Creative and innovative.

C. HOW TO APPLY:

Interested candidates should send their applications to vacancy@idfr.gov.my by submitting the following documents:

1. **A complete resume with a passport size photo (includes qualifications and contact details);**
2. **A copy of the identification card;**
3. **A copy of the birth certificate;**
4. **A copy of the academic transcript; and**
5. **A letter of application from the university specifying the start and finish dates of the industrial training.**

Each application submitted by e-mail must be written as “**IDFR Industrial Training Application**”.

Inquiries regarding this matter can be referred to the following officers at the Human Resource Management Unit, Management Services Division:

- | | |
|------------------------------|--|
| 1. Encik Amiruddin bin Zaidi | : 03-2149 1023
amiruddin@kln.gov.my |
| 2. Puan Nur Fazlina Basiron | : 03-2149 1066
fazlina@idfr.gov.my |

