



INSTITUTE OF DIPLOMACY AND FOREIGN RELATIONS
MINISTRY OF FOREIGN AFFAIRS MALAYSIA

**RECRUITMENT ADVERTISEMENT
PERSONAL DRIVER
FOR THE YEAR 2025**

Institute of Diplomacy and Foreign Relations (IDFR), Ministry of Foreign Affairs would like to invite qualified Malaysian citizens to **IMMEDIATELY** fill the post as **Personal Driver to the Director General of IDFR** as follows:

A. PERSONAL DRIVER POSITION INFORMATION

**NUMBER OF : ONE (1) POSITION
VACANCIES**

**SALARY : MINIMUM : RM1,700.00
MAXIMUM : RM4,052.00
ANNUAL SALARY INCREASE RATE : 3%**

**PERIOD : MAY 2025 – MAY 2026
(The extension of the contract will be considered based on the applicable regulations)**

**PLACEMENT : INSTITUTE OF DIPLOMACY AND FOREIGN RELATIONS,
KUALA LUMPUR**

**BENEFITS : ANNUAL LEAVE – 16 DAYS ANNUALLY
MEDICAL LEAVE – 14 DAYS ANNUALLY
CONTRIBUTIONS TO KWSP AND PERKESO**

B. TERMS OF APPOINTMENT

Candidates must have the following qualifications:

1. Malaysian citizen;
2. Not less than eighteen (18) years of age on the closing date of the position advertisement; and
3. Malay Language Requirements – possess **Honours** (at least Grade C) in the Malay language subject at the Sijil Pelajaran Malaysia / Sijil Vokasional Malaysia level or an equivalent qualification recognised by the government.



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C. JOB DESCRIPTION

Be responsible for driving and operating motor vehicles with full prudence and comply with road safety regulations that are in force.

D. 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;**
2. **A copy of the identification card;**
3. **A copy of the birth certificate;**
4. **A copy of the school leaving certificate;**
5. **A copy of the academic approval certificate; and**
6. **Copies of other relevant certificates.**

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

- | | |
|---------------------------------|---------------------------------------|
| 1. Puan Nur Fazlina Basiron | : 03-2149 1177
fazlina@idfr.gov.my |
| 2. Cik Nur Ainul Munazah Hassan | : 03-2149 1177
ainul@idfr.gov.my |

E. APPLICATION DEADLINE

The **closing date** for applications is **14 May 2025 (Wednesday)**.

F. GENERAL NOTES

1. The opening date for this advertisement is on 08th May 2025 (Thursday);
2. Applicants who do not receive any response after six (6) months from the date of advertisement shall consider that their application has been unsuccessful; and
3. All expenses related to the interview application for this position will not be borne by the Government.

