



INSTITUTE OF DIPLOMACY AND FOREIGN RELATIONS
MINISTRY OF FOREIGN AFFAIRS MALAYSIA

RECRUITMENT ADVERTISEMENT RESEARCH OFFICER GRADE 12

The Institute of Diplomacy and Foreign Relations (IDFR), Ministry of Foreign Affairs would like to invite qualified Malaysian citizens to fill the vacancy of **Research Officer Grade 12** as detailed below:

A. POSITION INFORMATION

Number of Vacancies	: TWO (2) POSITIONS
Salary	: MINIMUM : RM5,530.00 : MAXIMUM : RM13,540.00 : ANNUAL SALARY INCREASE RATE : RM270.00
Position Level	: CONTRACT OF SERVICE (COS)
Placement	: INSTITUTE OF DIPLOMACY AND FOREIGN RELATIONS, KUALA LUMPUR
Service Group	: MANAGEMENT AND PROFESSIONALS

B. TERMS OF APPOINTMENT

Candidates must have the following qualifications:

1. Malaysian citizen;
2. At least twenty-two (22) years old and above on the closing date of the position advertisement;
3. **Bachelor or Degree** in a related field (law / political science / international relations and other related fields) recognized by the Government from a local higher education institution or an equivalent qualification by the Government;
4. 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 recognized by the Government;
5. Have at least five (5) years of working experience in relevant fields for this position;
6. Possess the expertise and experience to carry out research and deliver lectures;
7. Priority is given to candidates who have passed the Malaysian University English Test (MUET) Band 4 and above; and
8. Candidates are fluent in speaking and writing in English.



C. JOB DESCRIPTIONS

Responsible for conducting research and development (R&D) tasks, providing expert services, training, legal services and publishing articles in relevant fields.

D. HOW TO APPLY

Interested candidates should send their application to **vacancy@idfr.gov.my** with the title of “**Research Officer Grade 12**” by submitting the following documents:

1. **Complete resume with passport size photo;**
2. **Copy of identification card;**
3. **Copy of birth certificate;**
4. **Copy of school leaving certificate;**
5. **Copy of academic approval certificate including SPM;**
6. **Copy of academic transcript; and**
7. **Copies of other relevant certificates.**

All copies of the document must be signed and certified by a Government Official from the Management and Professionals Group (Grade 9 and above)

Any inquiries regarding this matter, can be referred to the following officers at the Human Resource Management Unit, Management Services Division as follows:

- | | |
|---------------------------------|--|
| 1. Encik Amiruddin bin Zaidi | : 03-2149 1023
amiruddin@kln.gov.my |
| 2. Puan Nur Fazlina Basiron | : 03-2149 1066
fazlina@idfr.gov.my |
| 3. Cik Nur Ainul Munazah Hassan | : 03-2149 1177
ainul@idfr.gov.my |

E. APPLICATION DEADLINE

The **closing date** for application is by **17th January 2025 (Friday)**.

F. GENERAL NOTES

1. The opening date for this advertisement is on 06th January 2025 (Monday);
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.

