



INSTITUTE OF DIPLOMACY AND FOREIGN RELATIONS
MINISTRY OF FOREIGN AFFAIRS MALAYSIA

RECRUITMENT ADVERTISEMENT LANGUAGE OFFICER (ENGLISH) GRADE 9

The Institute of Diplomacy and Foreign Relations (IDFR), Ministry of Foreign Affairs would like to invite qualified Malaysian citizens to fill the vacancy of **Language Officer (English) Grade 9** as detailed below:

A. POSITION INFORMATION

Number of Vacancy	: ONE (1) POSITION
Salary	MINIMUM : RM2,250.00 MAXIMUM : RM11,110.00 ANNUAL SALARY INCREASE RATE : RM225.00
Position Level	: CONTRACT OF SERVICE
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 (English 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 skills in using Microsoft Office software and other software commonly used for teaching and learning process;
6. Priority is given to candidates who have passed the Malaysian University English Test (MUET) Band 4 and above; and
7. Candidates are fluent in speaking and writing in English.

C. JOB DESCRIPTIONS

Responsible for giving lectures, tutorials, conducting research and producing publications, supervising thesis projects, managing practical work, tutorials, preparing lecture notes/laboratory manuals, handling examination matters, supervising student practical training works, helping to revise/prepare curriculum / syllabus get involved in research work and carry out student development efforts.

D. HOW TO APPLY

Interested candidates should send their application to **vacancy@idfr.gov.my** with the title of “**Language Officer (English) Grade 9**” 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. Puan Nur Fazlina Basiron | : 03-2149 1066
fazlina@idfr.gov.my |
| 2. Cik Nur Ainul Munazah Hassan | : 03-2149 1177
ainul@idfr.gov.my |

E. APPLICATION DEADLINE

The **closing date** for application is by **19th May 2025 (Monday)**.

F. GENERAL NOTES

1. The opening date for this advertisement is on 13th May 2025 (Tuesday);
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.