



INSTITUTE OF DIPLOMACY AND FOREIGN RELATIONS
MINISTRY OF FOREIGN AFFAIRS MALAYSIA

RECRUITMENT ADVERTISEMENT RESEARCH OFFICER 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 **Research Officer 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 (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 skills in using Microsoft Office software and other software commonly used for research;
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 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 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.