



**EMBASSY OF MALAYSIA  
THE HAGUE**

**We are hiring!!!**

**Position: Consular Clerk**

The Embassy of Malaysia in The Hague is looking for a suitable candidate to fill up **one (1) position as Consular Clerk**.

Type of Appointment: **Fixed term contract for 12 months (with option for extension)**

Working Hour: **40 hrs/week**

Starting salary: **EUR2,881.00 (gross)**

Interested applicants are required to email their full resume to [consularthehague@kln.gov.my](mailto:consularthehague@kln.gov.my) latest by **06 October 2023**

**Duties:-**

- ✚ To assist the Consular Officer in providing consular services and consular assistance to the clients
- ✚ To provide consular assistance to the Malaysian citizens in the Netherlands
- ✚ To answer all enquiries via email, telephone and chat box about consular related matters
- ✚ To update information within the consular services website
- ✚ To monitor and updates all immigration related rules and regulation in the Netherlands and EU
- ✚ To prepare consular report monthly and annually
- ✚ To assist Consular Officer in dealing with the Dutch authorities relating to consular matters
- ✚ To assist the Embassy during the events

**Qualification: Education/Certification/Skills:**

- ✚ Minimum education qualification (MBO3-4)
- ✚ Proficient in writing, reading and communicate in English and Dutch
- ✚ Ability to communicate, read and write in Malay language is an advantage
- ✚ Possessed customer service skills.
- ✚ Excellent interpersonal skills, ability to work as a team with colleagues
- ✚ Attention to detail, strong analytical perspective and problem solving skills
- ✚ Ability to work at pace and prioritise
- ✚ IT literate (Outlook, PowerPoint, Word and Excel).
- ✚ Social media literacy
- ✚ Able to act with discretion at all times
- ✚ Have a positive outlook
- ✚ Having valid Dutch driving licence