



**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 latest by **15 March 2024**

Duties:-

- ✚ To assist the Consular Officer in providing consular services and consular assistance to clients
- ✚ To provide consular assistance to Malaysian citizens in the Netherlands
- ✚ To answer all enquiries via email, telephone and live chat about consular related matters
- ✚ To update information within the consular services website
- ✚ To monitor and update all immigration related rules and regulation in the Netherlands and the EU
- ✚ To prepare the monthly and annual consular report
- ✚ 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 reading, writing and communicate in English and Dutch
- ✚ Ability to communicate, read and write in Malay language is an advantage
- ✚ Possess 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 literate
- ✚ Able to act with discretion at all times
- ✚ Have a positive outlook
- ✚ Have a valid Dutch driving licence

Please note, we welcome applicants based in and legally authorised to work in the Netherlands for this position.