



**EMBASSY OF MALAYSIA
THE HAGUE**

Join Our Team as a Consular Clerk at the Embassy of Malaysia in the Netherlands

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 : €2,881.00 (gross)

Key Responsibilities:

As a Consular Clerk, you will play a crucial role in the day-to-day operations of our consular services. Your duties will include:

- Assisting the Consular Officer in delivering consular services and assistance to clients.
- Providing essential support to Malaysian citizens residing in the Netherlands, ensuring their consular requests are met with care and professionalism.
- Responding promptly to inquiries related to consular matters via email, telephone, and live chat, offering accurate information and guidance.
- Keeping the consular services website up-to-date with relevant and current information, ensuring our clients have access to the latest details and regulations.
- Monitoring and updating all immigration-related rules and regulations in the Netherlands and the EU, ensuring compliance and providing necessary updates.
- Preparing monthly and annual consular reports
- Assisting the Consular Officer in interactions with Dutch authorities on consular matters.
- Supporting the Embassy during events, contributing to the organization and execution of activities that represent Malaysia.

Qualifications and Skills:

We are seeking candidates who meet the following qualifications and can bring their skills to our team:

- A minimum educational qualification of MBO level 3/4.
- Proficiency in English and Dutch, with strong reading, writing, and communication skills.
- Proficiency in Malay is an added advantage.
- Excellent customer service skills, ability to interact positively and professionally with clients.
- Strong interpersonal skills and the ability to work collaboratively within a team.
- Keen attention to detail, with strong analytical and problem-solving abilities.
- Ability to work efficiently under pressure, prioritize tasks, and manage time effectively.
- IT literacy, particularly in Outlook, PowerPoint, Word, and Excel, along with social media literacy.
- A high level of discretion and professionalism in all tasks.
- A positive outlook and a proactive approach to work.
- A valid Dutch driving license.

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

Interested applicants are required to email their cover letter and resume to consularthehague@kln.gov.my