



EMBASSY OF MALAYSIA THE HAGUE

Join Our Team as a Driver 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 **Driver**.

Type of Appointment	: Fixed term contract for 12 months (with option for extension)
Working Hour	: 40 hrs/week
Starting salary	: €2,625.00 (gross)

Key Responsibilities:

As a Driver, you will play an essential role in supporting the daily operations of the Embassy. Your responsibilities will include the safe transportation of officials, upkeep of the official vehicle, delivery and collection of documents, and providing general logistical and administrative support as needed.

- Safely operate the Embassy's official vehicle to transport the Head of Mission and staff to designated destinations.
- Ensure the Embassy vehicle is consistently clean, well-maintained, and presented in a manner that reflects the status of the Embassy.
- Accurately maintain the vehicle (repair) logbook, including details of trips, mileage, and fuel usage.
- Dispatch and deliver official letters, documents, and other correspondence on behalf of the Embassy.
- Collect incoming letters and other correspondence addressed to the Embassy.
- Serve as the backup driver, performing driving duties in the absence of the designated office car driver.
- Assist with office-related tasks such as photocopying, document binding, and similar administrative support.
- Undertake any other duties as assigned by the officer from time to time.

Qualifications and Skills:

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

- Possess at least a secondary school education certificate or higher.
- Prior experience as a driver within the Netherlands is preferred.
- Proficient in English and Dutch, including speaking, writing, reading, and listening skills.

Application Instructions:

Interested candidates are invited to submit their curriculum vitae (CV) in English or Dutch, along with a recent color photograph, via email to **consularthehague@kln.gov.my** or by post to:

Embassy of Malaysia
Rustenburgweg 2
2517 KE The Hague
The Netherlands

Only shortlisted candidates will be contacted for an interview. If you do not receive any communication within one month after the application deadline, your application will be considered unsuccessful.

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