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UGANDA HIGH COMMISSION
MALAYSIA

JOB RE-ADVERTISEMENT: TRADE & COMMERCIAL ASSISTANT

No. 01/11/2024

Location: Uganda High Commission, Kuala Lumpur, Malaysia

Position: Trade/Commercial Assistant

Type: Full-Time

The Uganda High Commission in Kuala Lumpur is seeking a dynamic, highly motivated, and results-oriented individual to join our team as a Trade/Commercial Assistant. The successful candidate will play a crucial role in promoting and enhancing Uganda's trade and commercial interests across Malaysia, Indonesia, Thailand, Vietnam, Brunei, Philippines, Laos PDR, Cambodia, and Myanmar.

Key Responsibilities:

- I. Assist in the development and execution of strategies to enhance trade and commercial relations between Uganda and the specified countries.
- II. Conduct market research and analysis to identify potential trade and investment opportunities for Ugandan bolster businesses in Malaysia and other countries of accreditation and vice versa.
- III. Facilitate communication between Ugandan businesses and counterparts in Malaysia, Indonesia, Thailand, Vietnam, Brunei, Philippines, Laos PDR, Cambodia, and Myanmar, including organizing trade missions, business meetings, and networking events.
- IV. Carry out market intelligence and report on trade development opportunities in the mentioned countries that may impact Uganda's interests.
- V. Prepare detailed reports, briefings, and correspondence on trade, and commercial issues.
- VI. Maintain strong relationships with key stakeholders, including government agencies, trade bodies, and business associations across the region.
- VII. Support the High Commission in the planning and execution of official events, meetings, and business engagements.

VIII. Provide administrative support as required, including maintaining records, managing databases, and handling correspondence.

Qualifications and Requirements:

1. Bachelor's degree in Commerce, Business, Economics, Marketing, Accounting, International Relations or a related field.
2. A minimum of 2-3 years of relevant work experience in trade, commercial, or business affairs, preferably in a diplomatic or international business environment.
3. Strong understanding of international trade, investment, and political dynamics, particularly within the ASEAN region.
4. Excellent research, analytical, and report-writing skills.
5. Outstanding communication and interpersonal skills, with the ability to interact effectively with a diverse range of stakeholders.
6. Proficiency in English is required; knowledge of additional one or two languages spoken in the region is an advantage.
7. Ability to work independently and as part of a team in a multicultural environment.
8. Strong organizational skills and attention to detail.
9. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and IT related skills.

How to Apply:

Interested candidates are invited to submit their application, including a detailed resume, cover letter, and at least two references, to malaysia@mofa.go.ug by January 15, 2024. Please include "Trade/Commercial and Political Assistant" in the subject line of your email.

Deadline for Application: 20th January 2025

Note: Only shortlisted candidates will be contacted for an interview.

Join us and contribute to promoting Uganda's trade and diplomatic relations across Southeast Asia!