



UGANDA HIGH COMMISSION
MALAYSIA

JOB VACANCY: TRADE/COMMERCIAL & POLITICAL ASSISTANT

Announcement of Uganda High Commission, Kuala Lumpur

No.01/03/2023

On the Recruitment of Trade/Commercial & Political Assistant

Our mission is to promote and protect Uganda's national interests in the ASEAN Region; Malaysia, Thailand, Indonesia, Brunei Darussalam, Philippines, Vietnam, Laos PDR, and Myanmar. The Mission is seeking reliable and motivated candidates to apply for the above-mentioned position

1. Position: Trade/Commercial & Political Assistant

To assist trade, tourism, Investment, and political sections of the High Commission/Embassy. To provide high quality report and analysis on trade, political and socio-economic development of Malaysia and other countries of accreditation (Thailand, Indonesia, Brunei, Philippines, Vietnam, Laos PDR, Myanmar) and Uganda bilateral relations.

This is a local Staff position on local contract and renewable basis open to Malaysians.

2. Essential requirements:

- Bachelor's Degree in Business studies or related field with experience of at least 4 years in Business.
- Knowledge of Trade, tourism, investment & Business.

- Good understanding and in-depth knowledge of Malaysia & ASEAN Politics, as well as background of regional and international relations.
- Strong interpersonal skills, including the ability to be professional, courteous and deal directly with key players at a senior level both inside and outside the Embassy/High Commission;
- Knowledge and ability to market Extractive Industries' products, Tourism, and Investment opportunities in the ASEAN;
- Experience in organizing and coordinating trade Expos/promotion of business;
- Knowledge and fluent in both English and local languages;
- Knowledge of standards, regulations, and policies of business, trade, tourism, and Investment in the ASEAN region.
- The applicant should be between 28-55 years of age.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by the employee within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

3. How to apply

Applications are invited from interested candidates who meet the above requirements. Please submit your application by email to; malaysia@mofa.go.ug not later than April 14th, 2023.

Kindly include a cover letter, current Curriculum Vitae (CV) with photo, copy of your academic qualifications, National ID, or passport.

4. Selection Process

Only short-listed applicants will be invited for interview. If you do not receive any communication from the High Commission within two weeks after the close of applications, please consider your application unsuccessful.

Commencement: The successful candidate should be ready to start work by 1st May 2023.

Announced on 31 March 2023



UGANDA HIGH COMMISSION
MALAYSIA

JOB VACANCY: EMBASSY DRIVER

Announcement of Uganda High Commission, Kuala Lumpur

No.01/03/2023

On the Recruitment of Embassy Driver

Our mission is to promote and protect Uganda's national interests in the ASEAN Region; Malaysia, Thailand, Indonesia, Brunei Darussalam, Philippines, Vietnam, Laos PDR, and Myanmar. The Mission is seeking reliable and motivated candidates to apply for the above-mentioned position

1. Position: Driver

The Embassy Driver is responsible for driving the Ambassador, and other Embassy staff as necessary, the Embassy vehicle and its maintenance, and provision of administrative assistance to support the work of the Embassy.

2. Essential Requirements:

- Has at least High School Advanced Certificate;
- Holds a valid driver's licence with good record;
- Strong interpersonal skills, with the ability to be professional, courteous and with no criminal records;
- Must have flexibility to work after office hour or on weekend and holiday and be able to work independently without close supervision;

- Attentive, good judgement and the ability to work effectively as part of a team;
- Candidate must be proficient in English and some knowledge of Bahasa or Malay is of advantage;
- A good knowledge of the country is advantageous;
- Familiarity with streets in Kuala Lumpur and nearby cities will be of advantage.
- Punctuality and time management is important;
- The applicant should be between 30-55 years of age;

3. Role and Responsibilities:

The precise range of duties will vary over time according to the requirements of the High Commission/Embassy. This role will include, but may not be limited to the following activities:

- Provide safe and punctual driving services to all passengers. Maintain good record of safe driving and adherence to all road rules;
- Ensure the interior and exterior of the primary assigned vehicles are kept clean. Undertake cleaning and vehicle maintenance checks on a weekly basis at minimum, or more regularly if required.
- Daily collection/delivery of post; managing the dispatch of diplomatic letters.
- Undertake a range of administrative and other tasks as requested by the Ambassador.

4. How to apply

Applications are invited from interested candidates who meet the above requirements. Please submit your application by email to; malaysia@mofa.go.ug not later than April 14th, 2023.

Kindly include a cover letter, current Curriculum Vitae (CV) with photo, copy of driving license, National ID, or passport.

5. Selection Process

Only short-listed applicants will be invited for interview. If you do not receive any communication from the High Commission within two weeks after the close of applications, please consider your application unsuccessful.

Announced on 31 March 2023