

Alumni Coordinator

Under the supervision of the Public Affairs Officer (PAO), as well as in consultation with and under the direction of the Alumni Coordinator of the Bureau of Educational and Cultural Affairs (ECA) at the Department of State in Washington, D.C. the locally employed (LE) Alumni Coordinator is responsible for promoting greater contact with and cooperation among alumni of U.S. government (USG)-sponsored exchange programs, and coordinating Embassy Brunei's participation in the newly established Young Southeast Asian Leaders Initiative (YSEALI).

Requirements:

- A bachelor's degree in liberal arts, education, social sciences or international affairs, or other related equivalent qualification.
- At least 1 year of work experience in cultural and educational fields as well as experience in working with youth outreach programs.
- Fluent oral and written English and Mandarin communication skills.
- Must be able to read and draft professional routine correspondence in both languages.
- Ability to deliver presentations independently, perform all administrative tasks and set up various exchange programs.
- Must have excellent interpersonal skills, tact, cross-cultural communication, adaptability, flexibility and discretion as well as a high degree of reliability and accuracy.
- Must be competent in MS Office software program (Outlook, Excel, Word, PowerPoint), social media including Facebook, Twitter, Instagram and social support apps.

Interested applicants should note that requirements stated above must be addressed in your resume. Please include your Brunei ID card/work pass or permanent residence card number together with detailed information listing education and work experience in your resume or the application will not be considered. Please send your letter of interest and resume by **November 24, 2014** to:

Embassy of the United States of America
Attention: Human Resources Department
P.O. Box 2991
Bandar Seri Begawan BS8675

OR

Human Resources Office
Embassy of the United States of America
Spg. 336-52-16-9
Jalan Duta BC4115
Negara Brunei Darussalam

OR email application to BSBHR@state.gov

*Only shortlisted candidates will be notified. Thank you for your interest in U.S. Embassy
Bandar Seri Begawan.*