

## **Protocol Assistant**

The Embassy of the United States of America is inviting applications for the post of Protocol Assistant.

The incumbent has overall responsibility for the day-to-day operation of the Protocol Section. This entails liaising with sections to propose, develop, and arrange events for the Chief of Mission (COM) and the Deputy Chief of Mission (DCM); and otherwise supporting the COM, DCM, and their spouses as requested.

Applicants must have minimum two years of full-time post secondary study at college or university. They must also have at least 5 years of progressively responsible experience demonstrating strong organizational and interpersonal skills, plus knowledge and interest in leaders across the Malaysian government, business and society. They are required to have a strong grasp of leading figures in Malaysian politics, business, government, and society. Knowledge of current world affairs, protocol, local customs, general etiquette, social graces, correspondence, and protocol procedures is required. Applicants must be competent in MS Office and programs; have excellent interpersonal skills and strong oral/written communication skills; be able to record and remember information accurately and quickly in social situations; have excellent typing and data entry skills; have ability to remain calm and alert under stress and assess potential problems and bring them to the attention of appropriate personnel for corrective measures; be able to work effectively in teams and with other sections/agencies in the Embassy. Fluency in spoken and written English and Bahasa Malaysia is required.

The minimum starting annual salary is RM54,230. Benefits include: a two-month bonus, SOCSO, health & life insurance, annual, sick and maternity leave and a higher EPF contribution rate.

Please submit applications to [KLHRO@state.gov](mailto:KLHRO@state.gov) (preferred method) or mail to the Human Resources Office, P.O. Box 10035, 50700 Kuala Lumpur. Application must include a valid phone number, e-mail address, and expected salary, but do not include photo. Applications must be received by **May 13, 2013** for consideration. *Only short listed candidates will be notified by email.*