



Embassy  
of the Federal Republic of Germany  
Kuala Lumpur

**The Embassy of the Federal Republic of Germany in Kuala Lumpur**  
is seeking  
**an Officer for Political, Cultural and Media Affairs**  
**(Local contract, full-time)**

from 1 July 2021.

**The position will mainly include the following duties and responsibilities:**

- Contributing to the public affairs work of the Embassy by writing / editing English texts, including speeches
- Independent planning and organization of cultural events and activities
- Liaising with German Institutions in Malaysia (e.g. DAAD, Goethe Institut)
- Networking with Malaysian and German artists, educational and cultural institutions, and media
- Contributing to operational planning of visits and programs
- Research and preparing drafts on political issues
- Preparing a regular news overview
- Administrative tasks

**Candidates should meet the following criteria:**

- Exceptionally good knowledge of English and Bahasa Malaysia (written and spoken); knowledge of German is considered a strong asset
- Comprehensive knowledge of basic information technology (Microsoft Word, Excel, Power Point), social media (Facebook, Instagram) and good knowledge of designing graphics
- University or polytechnic degree
- Ability to work flexible hours according to the needs of the press, culture and political departments
- Social and intercultural competence
- Ability to work in a team, dedication, and organizational skills
- Creativity and willingness to work independently
- Experience in the field of cultural work or work with media organizations

German nationality is not required. Applicant must be permanent resident in Malaysia and hold a valid resident pass and work permit.

The salary is based on the pay scheme for locally employed staff of the German Embassy Kuala Lumpur and, depending on language proficiency, currently amounts to approx.. MYR 7.000,00/month gross.

Written applications (motivation letter, CV, certificates) are requested  
**until (not later than) 19 May 2021**

to:

Embassy of the Federal Republic of Germany  
26th Floor, Menara Tan & Tan, P.O. Box 10023  
207, Jalan Tun Razak, 50400 Kuala Lumpur  
Attn.: [yw-s1@kual.diplo.de](mailto:yw-s1@kual.diplo.de)

Only applicants who will be invited to an interview will receive a notification. Expenses incurred for travelling to the interview cannot be reimbursed. The application documents will not be returned.