



**EMBASSY OF MALAYSIA
BUCHAREST, ROMANIA**

VACANCY ANNOUNCEMENT

The Embassy of Malaysia in Bucharest, Romania is seeking a suitable candidate for the following positions:

1. Clerk

General Requirements

1. Clerk

- Good knowledge in computers particularly in Microsoft Office applications (Word, Excel and Power Point)
- Experience in accounting / payroll computer program
- Good knowledge in filing systems
- Proficiency in both English and Romanian languages
- Excellent interpersonal, oral and written communication skills
- Knowledge in Romanian labor law
- Willing to work at odd hours

Application Procedure

Interested candidates should submit applications in English which should include a full Curriculum Vitae with two (2) recent colored passport size photographs and copies of certified certificates to the following address:

**Head of Chancery
Embassy of Malaysia
No. 11, Drobeta Street
Sector 2, Bucharest
Romania.**

Interested candidates may also submit their application to: mwbucharest@itcnet.ro

Shortlisted candidates will be contacted for the interview

Deadline to apply : By April 20, 2016