

The High Commission of Brunei Darussalam in Canberra, Australia is currently looking to recruit the following Locally Engaged Staff positions on contract basis:

<p><b>ASSISTANT PUBLIC RELATIONS OFFICER</b></p> <p><b><u>Minimum Requirements</u></b></p> <ol style="list-style-type: none"> <li>1. Minimum of "A" Level or its equivalent;</li> <li>2. Excellent oral and written communication skills in English;</li> <li>3. Experience in dealing with government agencies / private companies / businesses and the public;</li> <li>4. Able to prioritize and meet deadlines and to work effectively as a team;</li> <li>5. Able to use basic Information and Technology software;</li> <li>6. Able to prioritize and meet deadlines and to work effectively as a team;</li> <li>7. Able to work under minimal supervision; and</li> <li>8. Good organisation and interpersonal skills.</li> </ol>	<p>1 Position Available</p>
<p><b>CLERK GRADE III</b></p> <p><b><u>Minimum Requirements</u></b></p> <ol style="list-style-type: none"> <li>1. Minimum of "A" Level or its equivalent;</li> <li>2. Excellent oral and written communication skills in English;</li> <li>3. Able to use basic Information and Technology software;</li> <li>4. Experience in dealing with government education agencies, universities, institutions, private companies, and the public;</li> <li>5. Able to prioritize and meet deadlines and to work effectively as a team;</li> <li>6. Able to work under minimal supervision; and</li> <li>7. Good organisation and interpersonal skills.</li> </ol>	<p>1 Position Available</p>
<p><b>DRIVER</b></p> <p><b><u>Minimum Requirements</u></b></p> <ol style="list-style-type: none"> <li>1. A valid driver's license;</li> <li>2. A clean driving history;</li> <li>3. Fluent in English; and</li> <li>4. Good time management skills.</li> </ol>	<p>1 Position Available</p>

Note:

- All applications (***Application letter and Curriculum Vitae with photo ID***) can be submitted to [Canberra.Australia@mfa.gov.bn](mailto:Canberra.Australia@mfa.gov.bn)
- **Closing date** to submit applications is on **Thursday, 20 March 2025**

***Please note that successful applicants are required to show that they are eligible to work in Australia and secure their own international/domestic travel and living arrangements prior to starting employment.***