



**LOCALLY-ENGAGED STAFF VACANCY**  
**EMBASSY OF BRUNEI DARUSSALAM IN PARIS, REPUBLIC OF FRANCE**

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The Embassy would like to invite applications for the position of Assistant Public Relations Officer [PR.D2,IV].

**Responsibilities:**

Engagement	:Build and maintain relationships with hotels, government agencies, and airport authorities to ensure smooth operation. :Help coordinate logistics for official visits, including travel and accommodation.
Handle Emergencies	:Stay calm and make quick decisions in case of emergencies. Help develop plans for communication during emergencies or sensitive situations.
Communicate Well	:Interact professionally with officials and the Mission's clients / guests.
Respect Cultures	:Be aware of and respect different cultures and customs. Support other activities of the Mission as required.

**Requirements:**

Education	: Bachelor's degree in Public Relations, Communications, International Relations, or a related field.
Skills	: Strong written and spoken communication skills in [English and French]. Ability to build and maintain relationships with hotels, government agencies, and airport staff. Familiarity with social media and digital communication tools.
Communication Skills	: Strong communication skills in English. Proficiency in French will be an advantage.
Reliability	: Understanding of diplomatic protocols and procedures. Familiarity with the operations of government agencies, especially the Ministry of Foreign Affairs in the host country.
Physical Fitness	: Good physical condition for job demands. Able to work under pressure and meet deadlines. Willing to work beyond regular hours when needed
Experience	: Some prior experience working for government / diplomatic missions is an advantage.

**Position details:**

Start date	: at the earliest
Starting salary	: EUR 2,025.00 per month
Working hours	: 09h00 – 13h00 and 14h00 – 17h00 (35 hours per week) – you will also be required to occasionally work outside of regular working hours.
Annual leave	: 21 days per year: public holidays and off in lieu for occasional weekend work

**Closing date of application: [ 20 / 04 / 2025 ]**

Please e-mail your detailed Cover letter, CV and Resume to [paris.france@mfa.gov.bn](mailto:paris.france@mfa.gov.bn)