

Date: 29 January 2026

The Embassy of Brunei Darussalam in Riyadh, Kingdom of Saudi Arabia is seeking an enthusiastic and practical Locally-Engaged Staff to join our Embassy team, as the following position:

JOB TITLE:  
**CLERK GRADE III,**  
**SA: DI-2-3 EB4 (DIVISON 4)**  
**1 Position Available**

**RESPONSIBILITIES:**

- **Process financial matters**, including preparing payment vouchers, calculating salaries, bonuses, and gratuities, issuing cheque, compiling and gathering all the Embassy expenditure data, and coordinating all payments in accordance with Brunei Financial Regulations and other established rules.
- **Assist with administrative affairs**, such as processing annual leave and salary increments for Locally Engaged Staff (LES), and assisting with the inventory recording of Embassy assets.
- **Support IT and electronic maintenance**, including software installation and monitoring the status of the office internet and Embassy computers.
- **Execute instructions** from the Head of Mission and Home-Based Staff (HBS) from time to time regarding clerical duties and office supervision.

**MINIMUM REQUIREMENTS:**

- Minimum of National Diploma or its equivalent.
- Relevant work experience and interest is an advantage.
- Highly proficient in spoken and written English. Fluent in Arabic will be an advantage.
- Skilled in dealing with government agencies, private companies/businesses and the public.
- The staff should be people-oriented and well presented at all times.
- Acquires good planning and organisation skills.
- Capable to work under minimal supervision and work effectively as a team.
- IT Literate (Windows and MS office programs).
- Able to multi-task and perform duties, including but not limited to listed in the job description.

## **CONTACT**

Interested applicants, please submit the following through email:  
[riyadh.saudi Arabia@mfa.gov.bn](mailto:riyadh.saudi Arabia@mfa.gov.bn)

1. Cover letter to include your expected salary;
2. Curriculum Vitae (CV); and
3. Recent passport size photo (colour).

Closing date for submissions is on: **Sunday, 1 March 2026 (23:55H KSA time).**

We advise you to allow enough time to complete and submit your full application, since only applications completed and submitted before the deadline will be considered.

## **ADDITIONAL INFORMATION:**

1. Please note that the shortlisted applicant(s) and successful candidate are responsible for arranging their own travel and accommodation, as well as any other living costs and are subject to Saudi taxes.
2. Please note that it is your responsibility to ensure you meet the legal requirements to live and work in this country.