



JOB VACANCY AT THE HIGH COMMISSION OF BRUNEI DARUSSALAM IN THE REPUBLIC OF SINGAPORE (LOCALLY-ENGAGED STAFF)

The High Commission hereby would like to invite interested applicants for the position of **ASSISTANT PUBLIC RELATIONS OFFICER (APRO)** [SG D.1, IV].

Details of the said vacancy are as follows:

Job description:

1. Be able to build and maintain relationship with hotels, airport authorities and other relevant government and non-government agencies in order to ensure smooth operations.
2. Be able to work under pressure and make quick decisions in case of any emergencies while on duty.
3. Coordinate on logistical arrangements such as hotel bookings, transports and other requirements requested by other Brunei Government agencies.
4. Able to interact professionally with government officials and other guests.
5. Able to accept different cultures and customs of the two countries and provide support in any way needed.
6. Other duties as assigned by the High Commission.

Basic Requirements:

1. Must possess GCE 'A' Level or advance Diploma from a Polytechnic or an equivalent Higher Institution.
2. Good command of English and Malay.
3. Understand and able to follow diplomatic protocols and procedures.
4. Good physical conditions to support work demands.
5. Willing to work outside of working hours, when needed.
6. High Integrity and punctual
7. Having working experience similar to this kind of position is an advantage.

Other Information:

1. Salary : starting **SGD1,980.00** per month (subject to other taxes available)
2. Working hours: Mon – Thurs (08.30 – 12.30 & 1.30 – 4.30) & Fri (8.30 – 12 & 2.30 – 4.30)
3. Annual leave : 21 days per year and public holiday. Eligible to claim overtime when needed to work outside of working hours.
4. Accommodation, transport and telecommunication allowance are not provided.

Closing date of application: 27 May 2025

Interested candidates can send their resume with passport photo to:

recruitment.brunehicom@gmail.com