



The High Commission of Brunei Darussalam in London, United Kingdom is currently looking to recruit the following Locally Engaged Staff Positions on contract basis (permanent & full time).

NO.	POST	VACANCY
1.	PUBLIC RELATIONS OFFICER (PRO)	1 post
2.	ASSISTANT PUBLIC RELATIONS OFFICER (APRO)	1 post
3.	CLERK GRADE II – CHANCERY SECTION	1 post
4.	CLERK GRADE III – CHANCERY SECTION	1 post
5.	CLERK GRADE III – FINANCE SECTION	1 post
6.	CLERK GRADE III – ADMINISTRATION SECTION	1 post
7.	CLERK GRADE III – CONSULAR SECTION	1 post

NO.	POST	SALARY PER MONTH	JOB DESCRIPTION	REQUIREMENTS
1.	Public Relations Officer (PRO) (Protocol Section) (1 post)	LC3 (£2,475.00)	<ul style="list-style-type: none"> • Available to work at all times, out of working hours, unsociable hours, very early mornings, late evenings, weekends and all public holidays; • Assisting and arranging principals' requirements; • Book, Reserve and Confirm transport arrangements; • Negotiate preferable rates/charges for services with relevant organisations and companies. 	<ul style="list-style-type: none"> • Minimum of Bachelor's Degree or its equivalent. • Require to strictly adhered to official secrecy. • Excellent oral and written communication skills in English; • Experience in dealing with government agencies, private companies/businesses and the public; • Able to prioritize and meet deadlines and to work effectively as a team; • Good computer and technical skills; • Able to work independently with minimal supervision; • Good organization skills; • A proactive approach with good problem-solving skills; and • Knowledge of Malay language both spoken and written is an advantage.

2.	<p>Assistant Public Relations Officer (APRO) / (Protocol Section)</p> <p>(1 post)</p>	<p>LC2 (£2,325.00)</p>	<ul style="list-style-type: none"> • Available to work at all times, out of working hours, unsociable Organise High Commission Resident Chauffeurs with daily movement & duties. • Coordinate with relevant airlines and organize ticketing, seating and meals for principals. • Assist Third Secretary of Protocol • Assist Third Secretary of Protocol Prepare information kit and other relevant documents. 	<ul style="list-style-type: none"> • Minimum of Bachelor's Degree or its equivalent; • Require to strictly adhered to official secrecy. • Excellent oral and written communication skills in English; • Experience in dealing with government agencies, private companies/businesses and the public; • Able to prioritize and meet deadlines and to work effectively as a team; • Good computer and technical skills; • Able to work independently with minimal supervision; • Good organization skills; • A proactive approach with good problem-solving skills; and • Knowledge of Malay language both spoken and written is an advantage.
3.	<p>Clerk Grade II (Chancery Section)</p> <p>(1 post)</p>	<p>LC1 (£2,175.00)</p>	<ul style="list-style-type: none"> • To furnish home based officers with summaries and analyses of political and economic issue of the UK. • Drafting and formatting letters and correspondence to various agencies in Brunei. • Providing general administrative support to the Chancery Department, such as answering phones, and responding to inquiries. 	<ul style="list-style-type: none"> • Minimum of Bachelor's Degree or its equivalent. • Excellent oral and written communication skills in English. • Knowledge of Malay language both spoken and written is an advantage. • Good computer and technical skills; • Able to work independently with minimal supervision; • Good organization skills; • A proactive approach with good problem-solving skills;

4.	Clerk Grade III / Kerani Tingkat III i. Chancery Section (1 post) ii. Finance Section (1 post) iii. Consular Section (1 post) iv. Administration Section (1 post)	LD2 (£2,025.00)	<ul style="list-style-type: none"> • Drafting and formatting letters and correspondence to various agencies in UK and Brunei. • Handling incoming and outgoing documents, including sorting, filing, and distributing letters and emails. • Maintaining accurate records and databases. • Any other tasks instructed by respective HOD and other HBS. 	<ul style="list-style-type: none"> • Minimum of Diploma or its equivalent. • Computer literate and able to use MS Office • Fluent in English • Fluent in Malay is an advantage
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Note:

- All applications must submit application letter and full Curriculum Vitae (CV)* with pictures, contact details, copy of relevant certificates and other supporting documents via post or e-mail to:

Administration Department
The High Commission of Brunei Darussalam
19-20 Belgrave Square, London SW1X 8PG
Email: info@bruneihighcomm.org.uk

- **Closing date** to submit applications is on **Thursday, 16 May 2024.**
- Please note that successful applicants are required to show that they are eligible to work in United Kingdom and secure their own international/domestic travel and living arrangements prior to starting employment.

**Incomplete application will be rejected.*