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ڤرواكيلن تاتف نگارا بروني دارالسلام  
كثرتوبوهن بغسا ۲ برساتو  
PERMANENT MISSION OF BRUNEI DARUSSALAM  
TO THE UNITED NATIONS  
771, United Nations Plaza,  
New York, NY 10017,  
UNITED STATES OF AMERICA



JOB ADVERTISEMENT	: 02/2025
JOB POSITION	: RECEPTIONIST (1 Vacancy)
<i>Open to anyone interested</i>	
<b>JOB DESCRIPTION</b>	

<b>Job Title: Receptionist</b>
<b>Job Summary:</b> We are seeking a courteous, reliable, and organized individual to serve as <b>Receptionist</b> . This position serves as the first point of contact for visitors and callers, ensuring a professional and welcoming atmosphere to the Permanent Mission
<b>Key Responsibilities:</b> <ul style="list-style-type: none"><li>• Answer, screen, and route phone calls and emails to appropriate personnel</li><li>• Manage visitor logs and coordinate guest access and appointments</li><li>• Assist in the preparation of meeting rooms and hospitality arrangements for official visits and events</li><li>• Coordinate with building security and service providers when required</li><li>• Perform other duties as assigned by the Mission's administrative officers</li></ul>
<b>Requirements:</b> <ul style="list-style-type: none"><li>• Proven experience as a receptionist or in a customer service role is preferred</li><li>• Excellent verbal and written communication skills</li><li>• Proficiency in Microsoft Office and basic office technology</li><li>• Strong organizational skills and the ability to multitask effectively</li><li>• Discretion, diplomacy, and cultural sensitivity</li><li>• Additional language skills are highly desirable</li><li>• Ability to adapt and work in a team</li><li>• High school diploma or equivalent preferred</li></ul>
Please send your CV and letter to us at before <b>June 30, 2025</b> through our email: <a href="mailto:bruneiunmission@protonmail.com">bruneiunmission@protonmail.com</a>

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JOB ADVERTISEMENT	: 03/2025
JOB POSITION	: CLERK (2 Vacancies)
<i>Open to anyone interested</i>	
<b>JOB DESCRIPTION</b>	

<b>Job Title:</b> Clerk
<b>Job Summary:</b> We are seeking a courteous, reliable, and organized individual to serve as <b>Clerk</b> . This position provides general administrative and clerical support to the Permanent Mission's diplomatic and administrative staff.
<b>Key Responsibilities:</b> <ul style="list-style-type: none"><li>• Manage filing systems, correspondence, and document preparation</li><li>• Assist in the organization of meetings, events, and logistical arrangements</li><li>• Maintain office supplies and liaise with service providers</li><li>• Perform data entry and support recordkeeping</li></ul>
<b>Requirements:</b> <ul style="list-style-type: none"><li>• Prior experience in administrative or clerical roles preferred</li><li>• Proficiency in Microsoft Office (Word, Excel, Outlook)</li><li>• Strong organizational skills and attention to detail</li><li>• Excellent written and verbal communication skills</li><li>• Ability to maintain confidentiality and work in a multicultural environment</li><li>• Ability to adapt and work in a team</li><li>• Additional language skills are highly desirable</li><li>• High school diploma or equivalent preferred</li></ul>
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