

**JOB VACANCY: MARKETING OFFICER (MO)
EMBASSY OF MALAYSIA (TRADE SECTION – MATRADE)**

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. To assist in the implementation of trade promotion, export facilitation, and cross border investment programmes as well as to do follow up on outcomes of the programmes:
 - i. International trade fairs
 - ii. Export acceleration missions (EAM)
 - iii. International sourcing program (INSP)
 - iv. Market penetration programme
 - v. Trade and investment mission (TIM)
 - vi. In-store promotion
 - vii. Joint-trade promotion
 - viii. Trade forum
 - ix. Media engagement
 - x. Government initiated program (MPP, MSE)
 - xi. Trade promotion visit
2. To prepare reports on the market and industry trade information, trade trends, changes of trade policies, as well as new trade regulations/ procedures imposed by the countries of coverage.
3. To assist in getting information and updates on project development undertaken by malaysia companies in area of coverage.
4. To assist TC/ATC to link to local business contacts, ministries, agencies, local and regional authorities, especially key contacts including malaysian diaspora, malaysian investors and local companies.
5. To assist in arranging business meetings between malaysian companies/ agencies/ ministries and local companies/ importers
 - i. To do background checks on credibility of local companies/ importers.
 - ii. To do follow up on outcomes of business meetings
6. To assist in answering trade enquiries and other general enquiries.
7. To gather trade information (trade leads) relevant to malaysian exporters.
8. To key in and update companies profile in the database:
 - i. Importers database (new importers)
 - ii. Malaysian investment abroad
9. To assist and prepare the following reports:
 - i. Product/ services market study
 - ii. Market alert
 - iii. Media engagement
 - iv. Outreach program
 - v. Innovative export promotion program
 - vi. Success stories
 - vii. Malaysian investment abroad
 - viii. Country brief
10. To prepare inputs for TC/ATC for all speech texts related to formal visits, trade investment mission and other input related to market.

APPLICATION OF EMPLOYMENT



1. Post Applied : **Marketing Officer (MO)**

2. Full Name : _____

3. Date of birth: Male/Female: Married/Single Nationality Religion

4. Full Postal Address : _____

5. Telephone Number : _____

6. Name & Address of Person : _____
to be notified in an emergency _____

- Relationship of this person : _____
to applicant

7. Particulars of Identity Card (or any other identification document)
Number : _____
Place of issue : _____
Date of Issue : _____

8. Experience:

Organization	Date	Position	Job Scope

9 Educational Records:

Educational Institution	Location	Year Attended		Degrees, Diplomas & Certificate (If any)	Special fields of study
		From	To		

10. Name of Referrals (should not be relationship to the applicant)

i. (a) Name : _____

(b) Address : _____

(c) Post : _____

ii. (a) Name : _____

(b) Address : _____

(c) Post : _____

11. Languages (Tick whichever is applicable)

English

	Average	Intermediate	Excellent
Spoken	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Language: _____

	Average	Intermediate	Excellent
Spoken	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. Social Activities/Sports:

I certify that the above information given are right and true.

Signature of Applicant : _____

Date : _____

For Official Use Only

Trade Commissioner
