



PERMANENT MISSION OF MALAYSIA TO THE UNITED NATIONS

313 East 43rd Street

New York, N.Y. 10017

Tel: (212)986-6310 Fax: (212)490-8576

Email: mwnewyorkun@kln.gov.my

SITUATION VACANT NO. 03/2026

Date: January 12, 2026 (Monday)
Post Title: Administrative Assistant
Salary Scale: USD 3,809 x 82 – 5,449
Organisation: Permanent Mission of Malaysia to the United Nations
Type of Appointment: Contract of Service
Closing Date: January 31, 2026 (Saturday)

POSITION OVERVIEW

The Permanent Mission of Malaysia to the United Nations, New York, invites applications from suitably qualified candidates for the position of Administrative Assistant. The successful candidate will provide comprehensive administrative, procurement, financial administration, and facilities coordination support to ensure the smooth and efficient day-to-day operations of the Mission.

This position requires a high level of professionalism, discretion, strong organizational skills, attention to detail, and the ability to work effectively in a diplomatic environment.

DUTIES AND RESPONSIBILITIES

1. Administrative and Operational Support
 - 1.1. Prepare and process monthly vouchers and claims related to utilities, telecommunications, subscriptions, and service accounts for Mission officers and senior representatives;
 - 1.2. Coordinate service advisories for scheduled inspections, preventive maintenance, and emergency repairs, including HVAC and plumbing systems;
 - 1.3. Assist in overseeing facilities maintenance and repair works, including the preparation of maintenance summaries and the compilation of invoices for payment processing;

- 1.4. Provide administrative coverage and support for other administrative staff, as required;
 - 1.5. Assist with the preparation of visual materials and the setup of audiovisual equipment for official Mission events and functions, when necessary; and
 - 1.6. Perform any other duties as assigned by the Head of Chancery and the Second/Third Secretary (Administration & Finance).
2. Procurement, Quotation, and Tender Support
- 2.1. Assist in procurement processes for quotations and tenders related to services, repairs, and projects of varying scale, including operational requirements during the United Nations General Assembly;
 - 2.2. Conduct market research and obtain competitive quotations in accordance with established procurement procedures;
 - 2.3. Liaise with vendors, service providers, building management, and relevant regulatory bodies, as required;
 - 2.4. Collect, verify, and maintain vendor documentation, including licenses, insurance certificates, and company credentials;
 - 2.5. Prepare, compile, and maintain procurement and tender documentation, including reports, meeting minutes, contracts, declarations, and project progress reports, in compliance with applicable guidelines and procedures; and
 - 2.6. Ensure accurate record-keeping and proper documentation of procurement activities and project implementation.

QUALIFICATIONS

1. Minimum High School Diploma or equivalent qualification in any discipline, with good proficiency in spoken and written English;
2. Computer literate, with at least a working knowledge of MS Word and MS Excel. Advanced knowledge of computer troubleshooting, networking, software, or applications will be an added advantage;
3. Strong interpersonal and communication skills, a pleasant personality, and good time-management abilities;
4. Green Card holder / Permanent Resident or Citizen of the United States only; and
5. Willingness and ability to work beyond official working hours, including early mornings, evenings, weekends, and public holidays, as required.

APPLICATION PROCEDURE

Interested applicants are required to complete the Application for Employment Form (Appendix A), which can be obtained from the Permanent Mission of Malaysia to the United Nations at the address above between 9:00 a.m. and 5:00 p.m. (Monday to Friday), excluding public holidays, or downloaded from the Mission's website at:

https://www.kln.gov.my/web/usa_un-new-york

The completed application form, together with all relevant supporting documents and testimonials, must be submitted no later than January 31, 2026 (Saturday), at 5:00 p.m., via email to mwnewyorkun@kln.gov.my.

Please indicate "Application for Administrative Assistant No. 03/2026" in the subject line of the email.

Only shortlisted candidates will be contacted for an interview.

Permanent Mission of Malaysia
New York
January 12, 2026