



PERMANENT MISSION OF MALAYSIA TO THE UNITED NATIONS

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New York, N.Y. 10017

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Email: mwnewyorkun@kln.gov.my

RECRUITMENT NOTICE NO. 02/2026

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)

Job Description

The successful candidate will be responsible for the following duties:

1. Procurement and Project Support

Assist the Second Secretary (Administration & Finance) in the procurement of quotations and tenders for services, repair works, and projects (large and small scale), including annual and bi-annual services required by the Mission. Responsibilities include, but are not limited to;

- 1.1. Conducting market research based on project requirements;
- 1.2. Obtaining quotations from service providers;
- 1.3. Performing background checks on shortlisted companies and contractors;
- 1.4. Liaising with companies, building management, and relevant city or regulatory authorities, where necessary;
- 1.5. Documenting and maintaining records of project progress, where applicable; and
- 1.6. Assisting in the preparation of documentation related to projects and services.

2. Financial and Accounting Support (SPLN System)

Perform foreign accounting system (SPLN) processes, including but not limited to:

- 2.1. Preparation of deposit slips;
- 2.2. Processing receipts and collectors' statements in the SPLN system;
- 2.3. Preparation of debit notes and expenditure reports; and
- 2.4. Preparation of statements and payment vouchers in SPLN for claims, purchases, and both one-off and scheduled services.

3. General Clerical and Administrative Duties

3.1. Perform clerical tasks, including but not limited to:

- 3.2. Preparing service advisories for scheduled maintenance and inspections of HVAC systems, elevators, fire alarm systems, Wi-Fi system updates, and emergencies;
- 3.3. Managing and scheduling appointments for routine and scheduled services; and
- 3.4. Assisting with printing, photocopying, and preparation of reports, programmes, and schedules, as required.

4. Operational Support

4.1. Perform the duties of other Administrative Assistants during periods of leave or sick leave.

5. Work Flexibility

5.1. Willingness to work beyond official working hours (earlier and/or later), including weekends and public holidays, when required.

Qualifications

1. Minimum High School Diploma or equivalent in any discipline, with good proficiency in spoken and written English;
2. Computer literate, with at least working knowledge of MS Word and MS Excel. Advanced knowledge of computer troubleshooting, networking, software, or applications will be an added advantage;
3. Good interpersonal and communication skills, pleasant personality, and strong time-management skills;
4. Green Card holder / Permanent Resident or Citizen of the United States only; and
5. Willing and able 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. 02/2026**" 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