The Embassy of Brunei Darussalam in Washington DC would like to announce a job
vacancy for the following full time position:

**Clerk Grade III**

**Job Descriptions:**

- Assisting in all aspects of finance and administrative management
- To prepare updated information booklet in United States, Mexico and Peru to be
distributed to all visiting delegates;
- Maintain proper filing system for information on United States, Mexico and Peru
domestic and foreign policies;
- Maintain availability of information materials on Brunei Darussalam such as tourist
guides, trade information, brochures, posters, stamps and etc
- Performing multifaceted general office support
- To assist Home Based Staff in logistical matters related to visits by official
delégations from Brunei to United States
- Scheduling and coordinating meetings and events
- Performs other duties as and when directed by Home Based Staff.

Letter of application should be submitted to the Embassy of Brunei Darussalam in
Washington, D.C. accompanied by a resume, references and a recent photo of the
applicant. Proof of citizenship or residency (copy of passport and/or visa) should also be
submitted.

**Letter of the application should be addressed to following address no later than January
31st 2020:**

Third Secretary
The Embassy of Brunei Darussalam
3520 International Ctr, NW
Washington DC 20008
United States of America

Fax: 202 885 0560
Email: jobs@bruneiembassy.org