Embassy of France in Malaysia

EMBASSY OF FRANCE IN MALAYSIA

INTERNSHIP VACANCY
EDUCATION DEPARTMENT

POSITION: Intern
SERVICE: Education department
VACANCY: January 10th 2022, full time, 35h per week, Monday to Friday
DURATION: 4 months
LOCATION: Embassy of France in Malaysia

STIPEND: A stipend will be paid according to the number of days worked per month, for a maximum of 7 hours per day (hourly rate on the day of publication of the advertisement: RM 18.64, subject to changes)

OVERVIEW
The Education Department of the Embassy of France is in charge of promoting French language and Francophonie (French speaking World) in Malaysia.
We are looking for an intern who can help us organize Francophonie events 2022.

MAIN TASKS AND MISSIONS
Under the supervision of the Head of Education Department responsible for the implementation of Franco-Malaysian cooperation in the linguistic and educational fields, the intern will come as reinforcement of the current team, which consists of an Attaché and a project manager.
The intern will work particularly on:
- Organization of the Francophonie buffet
- Organization of the Franco-Tour (language days in 5 different public schools)
- Organization of an online competition on our Instagram account @jomfrancais
- Mapping of institutions teaching French in Malaysia
- Summary of surveys carried out by the Education Department between 2019 and 2021

REQUIRED SKILLS
Bachelor degree or Master degree in communication, marketing, events management.
Ability to use office automation tools and social networks (Instagram and Facebook)
Ability to use DTP software or websites
Basic knowledge of Excel spreadsheet is required
Ability to work as a team member in an international environment
Creativity, sense of communication and new technologies, sense of organization, adaptability.

Language: English C1, Bahasa Melayu B2, French would be appreciated.

Application and supportive documents (resume + cover letter) can be sent till December 31st 2021 to concours.servicelinguistique@gmail.com

Please note that the internship is only available for a student enrolled full time in a Malaysian higher education institution. An internship agreement will be signed between the Embassy and the Institution where the intern is studying.

Only applicants who are selected will be contacted.