



UGANDA HIGH COMMISSION
MALAYSIA

JOB ADVERTISEMENT: TRADE & COMMERCIAL ASSISTANT

No. 01/11/2024

Location: Uganda High Commission, Kuala Lumpur, Malaysia

Position: Trade/Commercial Assistant

Type: Full-Time

The Uganda High Commission in Kuala Lumpur is seeking a dynamic, highly motivated, and results-oriented individual to join our team as a Trade/Commercial Assistant. The successful candidate will play a crucial role in promoting and enhancing Uganda's trade and commercial interests across Malaysia, Indonesia, Thailand, Vietnam, Brunei, Philippines, Laos PDR, Cambodia, and Myanmar.

Key Responsibilities:

- I. Assist in the development and execution of strategies to enhance trade and commercial relations between Uganda and the specified countries.
- II. Conduct market research and analysis to identify potential trade and investment opportunities for Ugandan businesses in Malaysia and the broader region.
- III. Facilitate communication between Ugandan businesses and counterparts in Malaysia, Indonesia, Thailand, Vietnam, Brunei, Philippines, Laos PDR, Cambodia, and Myanmar, including organizing trade missions, business meetings, and networking events.
- IV. Monitor and report on trade developments in the mentioned countries that may impact Uganda's interests.
- V. Prepare detailed reports, briefings, and correspondence on trade, and commercial issues.
- VI. Maintain strong relationships with key stakeholders, including government agencies, trade bodies, and business associations across the region.
- VII. Support the High Commission in the planning and execution of official events, meetings, and business engagements.
- VIII. Provide administrative support as required, including maintaining records, managing databases, and handling correspondence.

Qualifications and Requirements:

1. Bachelor's degree in International Relations, Business, Economics, Marketing, Accounting, Commerce or a related field.
2. A minimum of 2-3 years of relevant work experience in trade, commercial, or business affairs, preferably in a diplomatic or international business environment.
3. Strong understanding of international trade, investment, and political dynamics, particularly within the ASEAN region.
4. Excellent research, analytical, and report-writing skills.
5. Outstanding communication and interpersonal skills, with the ability to interact effectively with a diverse range of stakeholders.
6. Proficiency in English is required; knowledge of additional languages spoken in the region is an advantage.
7. Ability to work independently and as part of a team in a multicultural environment.
8. Strong organizational skills and attention to detail.
9. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and IT related skills.

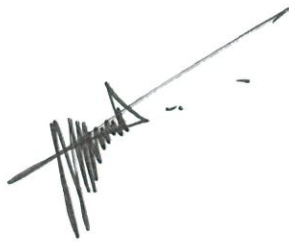
How to Apply:

Interested candidates are invited to submit their application, including a detailed resume, cover letter, and at least two references, to malaysia@mofa.go.ug by November 30, 2024. Please include "Trade/Commercial and Political Assistant" in the subject line of your email.

Deadline for Application: 30th November 2024

Note: Only shortlisted candidates will be contacted for an interview.

Join us and contribute to promoting Uganda's trade and diplomatic relations across Southeast Asia!

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