



Kuala Lumpur

Promotion Officer to the Embassy of Sweden in Kuala Lumpur

Are you the one we are looking for? Sweden is one of the most innovative, competitive and well-recognized countries in the world. The Embassy of Sweden in Kuala Lumpur is hiring a Promotion Officer.

Responsibilities:

Promotion and logistics

- Conceptualize, plan, manage and execute the Embassy's promotion (business & trade, cultural) activities and events, often in close cooperation with external partners.
- Identify relevant areas and sectors of interest for the Embassy's promotion activities and suitable partners to engage with, including Swedish companies present in Malaysia.
- Coordinate and plan joint activities with Business Sweden and the Swedish Chamber of Commerce.
- Program planning for incoming and outgoing delegation visits.
- Expanding the Embassy's network of relevance for promotion activities.
- Secondary responsibility for cashier.
- Secondary responsibility for communication.

Your profile:

- We are looking for a person with a bachelor's or master's degree in business and administration, communication, public policy, public administration or equivalent and has professional experience of minimum 5 years in a relevant sector.
- You should be meticulous have a sound judgement and a clear sense of responsibility, be solutions oriented, flexible, take initiative, be willing to take on new tasks and be able to work with a team spirit.

- It is an advantage if you also have experience from accounting or financial administration.
- We are looking for a person that is fluent in English and Bahasa-Malay, both in speaking and writing.

Our offer:

- The position is a full-time employment starting as soon as possible with a six (6) months probationary period.
- Dynamic and international work environment.
- Opportunity for personal development and training.
- Competitive salary and benefits.

Interested and qualified candidates should submit an application (Including cover letter, CV, copies of degree(s) and information of at least two (2) references) by e-mail to Ambassaden.kuala-lumpur@gov.se at the latest November 28, 2025.

Due to archiving regulations, we keep applications for two years. When you apply, your personal data will be processed in accordance with the principle of public access to information and the General Data Protection Regulation (GDPR). By submitting your application to us, you agree to this.

Only short-listen candidates will be contacted for an interview. Applications will not be returned.

For more information about the position, contact Deputy Head of Mission, Robert Lejon (Robert.lejon@gov.se)