



**Kuala Lumpur**

## **Communication & Branding Officer to the Embassy of Sweden in Kuala Lumpur**

### **Are you the one we are looking for?**

The Embassy of Sweden in Kuala Lumpur is hiring a Communication & Branding Officer. Sweden is one of the most innovative, competitive and well-recognized countries in the world.

### **Responsibilities:**

#### **Communication**

- Manage Sweden's public diplomacy in Malaysia, especially the use of social media channels to promote Swedish interests in Malaysia.
- Contribute to and implement the Embassy's communication plan, in line with the Sweden's Communication Strategy, including actively communicating on the Embassy's promotion projects, trade, innovation, culture, and the promotion of Sweden to an external audience.
- Produce, edit and design a variety of communications material in English and Bahasa Malay, including text, images and video content for the Embassy's social media outlets and public presentations.

#### **Promotion**

- Plan, manage and execute the Embassy's promotion (business & trade, cultural) activities and events, often in cooperation with other Swedish and Malaysian external partners.

- Handle coordination, communication and activities with Business Sweden and the Swedish Chamber of Commerce.
- Manage programmes for different delegations and levels to and from Sweden.
- Building and maintaining a strong network for promotion activities

**We are looking for a person with:**

A relevant education (University degree)

- Minimum 5 years of work experience in a relevant sector, who is meticulous and with a sound judgement, solution oriented, flexible, willing to take on new tasks, initiative- and responsibility taking.
- Fluency in both English and Bahasa-Malay, both in speaking and writing.
- Proven experience in content creation, media relations, and digital communication. Experience with using tools e.g. Canva, Trello, and Adobe is considered an asset.
- A strong ability to manage social media platforms effectively and of following emerging trends in digital communication.

**Our offer:**

- The position is a full-time employment, starting 1<sup>st</sup> of June or as soon as possible, with 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 contact details for at least two references by e-mail to [ambassaden.kuala-lumpur@gov.se](mailto:ambassaden.kuala-lumpur@gov.se) at the latest **May 11, 2025**.

Only short-listed candidates will be contacted for an interview. The Embassy is unable to provide individual feedback on submitted applications.

For more information about the position, please contact Head of Chancery, William Vitikainen ([william.vitikainen@gov.se](mailto:william.vitikainen@gov.se)), +603 2203 0210.