

## JOB VACANCY



### **HUMAN RIGHTS COMMISSION OF MALAYSIA (SUHAKAM)**

The Human Rights Commission of Malaysia (SUHAKAM) was established by the Parliament under the Human Rights Commission of Malaysia Act 1999 is mandated as the National Human Rights Institution (NHRI), to promote and protect human rights. SUHAKAM, which is an equal opportunities employer, dedicated to a diverse workforce and valuing difference, invites Malaysian citizens who are innovative, dedicated, and qualified to fill the following position:

1. Post : **ASSISTANT SECRETARY (OFFICER) GRADE 41**
- **Complaints And Monitoring Division (CMD)**
- Salary Scale : RM2,422 and Monthly Fixed Allowances RM900.00
- Status of Post : Permanent (no pension)
- Location : Kuala Lumpur (Headquarters)
- Qualifications :
- i. Bachelor's or Master's degree from a university or other educational institutions recognised by the Commission;
  - ii. Advantage given to candidates who have a Bachelor's Degree in Law from a university and educational institutions recognised by the Commission;
  - iii. Possess skills in investigating and handling complaints.
  - iv. Possess knowledge of international human rights instruments and treaties;
  - v. Advantage is given to candidates who have experience and practical knowledge of human rights issues;
  - vi. Good communication skills with fluency in both written and oral Bahasa Malaysia and English;
  - vii. Credit in Bahasa Malaysia (including oral tests) and English at the Sijil Pelajaran Malaysia (SPM) level or an equivalent qualification recognised by the Commission; and
  - viii. Must be able to work in teams and with minimal supervision.
- Vacancy Available : 3 Positions

- Responsibility : i. Resolving cases of human rights violations received by SUHAKAM. Based on the needs of the case, officers will take follow-up actions as follows:
- a) Obtaining feedback from relevant parties regarding complaints received;
  - b) Hold meetings, discussions, and site visits as part of the investigation process.
- ii. Visit places of detention such as prisons, immigration detention depots, police lockups, drug rehabilitation centres, etc., and prepare reports including recommendations to the government.
- iii. Visit manufacturing companies, agricultural farms, and other places to investigate and monitor the issue of forced labor and prepare reports including recommendations to relevant agencies.

#### **How To Apply**

Interested candidates are invited to submit their letter of application, giving a complete resume/curriculum vitae, copies of academic certificates, a copy of Identity Card, at least one (1) reference letter and a passport-size photograph (non-returnable) before or on **22 January 2025 (Wednesday)** to:

**Secretary**  
**Human Rights Commission of Malaysia**  
**Level 11, Menara TH Perdana, 1001 Jalan Sultan Ismail**  
**50250 Kuala Lumpur**  
**Laman Web : [www.suhakam.org.my](http://www.suhakam.org.my)**  
**(Attention: Human Resources Division)**

Only shortlisted candidates will be called for an interview session. If you have further questions, please contact **the Human Resources Division Secretariat at 03-2612 5600/5607/5628.**