

**The Goethe-Institut Malaysia is looking for an  
Examination Coordinator**

The Goethe-Institut is a non-profit organization encouraging international cultural cooperation. Operating 154 institutes in 100 countries, our institute is also the worldwide market leader in teaching German as a foreign language.



If you have similar experience in examination administration, an interest in German education standards and ideally have some academic experience in Germany, we look forward to receiving your compelling application.

<b>Examination Coordinator</b>	
Your Role:	<ul style="list-style-type: none"> <li>Preparation and technical handling of the Goethe examinations, organization of TestDaF and facilitation of examinations for third parties.</li> <li>Consultation and handling email correspondence related to examinations</li> <li>Exam candidate administration, creation and monitoring of the examination archive and exam materials management</li> <li>Invigilation and corrections for examinations</li> <li>Collaboration &amp; Organization in examiner training courses as well as registration for exam licensing of examiners</li> <li>Ordering examination materials and general office work</li> <li>Participation in teacher qualification training (DLL), conferences and events of the language department (Education Fair and Library events)</li> </ul>
Your Profile:	<ul style="list-style-type: none"> <li>Academic Degree</li> <li>Experience in Examination Administration</li> <li>Excellent knowledge in English and German (written and spoken)</li> <li>B2 German language skills</li> <li>Good IT skills (Windows 11, MS Office, Outlook)</li> <li>High level of reliability, full of initiative, friendly and approachable with a pleasant disposition</li> <li>High degree of integrity and confidentiality with strong sense of responsibility.</li> <li>Able to multi-task and work independently</li> <li>Malaysian or permanent resident of Malaysia (status to work)</li> </ul>
What we offer:	<ul style="list-style-type: none"> <li>A full-time employment (40 hours per week) in a dynamic and motivated team</li> <li>An attractive salary starting at min. RM 5,355.00</li> <li>Leaves and public holidays above the usual level</li> <li>12% co-payment to the National Pension Fund (Employees Provident Fund)</li> <li>Regular trainings</li> </ul>
Deadline and contacts:	Please submit your application by <b>10 February 2026</b> to Michelle Wong (admin-kl@goethe.de)