

The Goethe-Institut Malaysia is looking for Part-time Assistant for Saturday Courses (Language Support)

The Goethe-Institut is a non-profit organization encouraging international cultural cooperation. Operating 150 institutes in 99 countries, our institute is also the worldwide market leader in teaching German as a foreign language.



The Goethe-Institut Kuala Lumpur is seeking a committed and reliable assistant to support our team during Saturday language courses. If you are enthusiastic about education, languages, and working with people, we would be delighted to hear from you.

	Saturday Course Assistant (Language Support)
Your Role:	<ul style="list-style-type: none"> • Support organizational processes within the course, including answering telephone calls, managing and distributing access cards, and handling emails. • Provide technical assistance for course operations (e.g., IT, media, and equipment). • Communicate effectively with course participants and teachers. • Carry out general office tasks as required.
Your Profile:	<ul style="list-style-type: none"> • Currently enrolled in a university program (or equivalent qualification) • Excellent command of English and Bahasa Malaysia (written and spoken) • German language skills desirable / preferred, • Strong IT skills (Windows 11, MS Office, Outlook) • High reliability, initiative, and ability to work in a team • Friendly and communicative demeanor • Integrity, responsibility, and confidentiality • Ability to multitask and work independently • Malaysian citizenship or valid work permit in Malaysia
What we offer:	<ul style="list-style-type: none"> • Part-time employment, primarily on Saturdays • Hourly remuneration of RM 25 • Entitlement to public holidays in accordance with Malaysian labor regulations • Opportunity to gain practical experience in an international cultural institution
Deadline and contacts:	Please submit your application by 22nd March 2026 to Tarveer Kaur (Tarveer.kaur@goethe.de - Head of Language Department)