



HIGH COMMISSION OF MALDIVES
KUALA LUMPUR, MALAYSIA

No: US/KL-2025/01

INTERNSHIP OPPORTUNITIES AT THE HIGH COMMISSION OF MALDIVES

OBJECTIVE/GOAL	<ul style="list-style-type: none">• The primary goal is to provide valuable learning experiences and professional development in fields relevant to the High Commission's work, in accordance with Ministry of Foreign Affairs regulation No: USL/A5/25/2017/02• The internship will offer value to both the intern (skill development, exposure) and the High Commission (fresh perspectives, project support) while providing them with practical experience and mentorship.
SELECTION OF THE INTERN	<ul style="list-style-type: none">• The application and selection processes will be equitable, transparent, and based on merit. A designated staff member or department will be responsible for managing the internship program, including receiving applications, coordinating the review process, and communicating with applicants.
LEGAL COMPLIANCE	<ul style="list-style-type: none">• All aspects of the internship program will adhere to the High Commission's internal regulations.• Interns are expected to uphold the highest standards of professionalism, ethics, and confidentiality.• The High Commission reserves the right to take legal action against non-compliance with the confidentiality agreement.

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	INTERNSHIPS REQUEST (UNIVERSITY)	INTERNSHIPS REQUEST (INDIVIDUAL)
ELIGIBILITY CRITERIA	<ul style="list-style-type: none"> • Active student currently enrolled in any undergraduate or postgraduate program at college/university. • Request letter from the respective college/university. • Fluency in English (both written and spoken) is essential. • Additional requirements (e.g., research skills, analytical abilities, communication skills). 	<ul style="list-style-type: none"> • Academic qualification in a relevant field (international relations, political science, diplomacy, law, economics, communications, or other relevant fields). or currently pursuing advanced studies. • Demonstrate strong interest in diplomacy, international relations, and the work of a diplomatic mission. • Possession of relevant skills or experience may be an advantage. • Fluency in English (both written and spoken) is essential. Proficiency in Dhivehi may be an advantage. • There are additional requirements such as research skills, analytical abilities, and communication skills.
APPLICATION PROCESS	<ul style="list-style-type: none"> • Interested students shall apply through their university's internship coordinator with the following documents through email (kualalumpur.mail@foreign.gov.mv) <ol style="list-style-type: none"> 1. A cover letter from the student outlining their interest in the internship, relevant skills, and learning objectives. 2. A detailed resume or curriculum vitae (CV). 3. Official academic transcripts. 4. A letter of recommendation from a faculty member. 	<p>Interested individuals shall submit their application with the following documents through email (kualalumpur.mail@foreign.gov.mv)</p> <ol style="list-style-type: none"> 1. A cover letter outlining their interest in the internship, relevant skills, career goals, and preferred area of work within the High Commission (if any). 2. A detailed resume or curriculum vitae (CV). 3. Copies of academic certificates and transcripts.
SELECTION PROCESS	<ul style="list-style-type: none"> • Initial Screening: All complete applications will be reviewed based on eligibility criteria, academic qualifications, relevant skills, and the quality of the cover. 	

	<ul style="list-style-type: none"> • Shortlisting: Candidates who meet the initial requirements will be shortlisted for an interview. • Interviews: Shortlisted candidates may be invited for an interview (in person) with a selection panel. The interview will assess their motivation, communication skills, knowledge of relevant issues, and suitability for the internship. • Final Selection: Successful candidates will be notified by email and will receive an offer letter outlining the terms and conditions of the internship. Unsuccessful applicants will also be informed. • The High Commission reserves the right to make the final selection of interns. Priority will be given to candidates interested in working in sections requiring interns at that time.
DURATION	<ul style="list-style-type: none"> • Standard internship durations are typically 12 weeks (approximately 2-3 months). Longer durations may be considered on a case-by-case basis depending on the university program requirements. • Internships can be offered throughout the year, with start and end dates that may align with university semesters or be mutually agreed upon. • The expected weekly time commitment is typically full-time (32-35 hours per week), Monday to Friday, during the High Commission's regular working hours.
INTERNSHIP ROLES AND RESPONSIBILITIES:	<p>Interns may be assigned to various sections of the High Commission, including but not limited to:</p> <ul style="list-style-type: none"> • ADMIN AND FINANCE: Assisting with general administrative tasks, record-keeping, and assisting Maldivian nationals. • IT SECTION: Assisting with research and analysis, managing social media, drafting press releases, and assisting with events. • COMMERCIAL: Supporting research and analysis on economic relations between the Maldives and Malaysia • MALDIVES CENTER: Assisting with the programs conducted by the Maldives Centre for the Maldivian Community in Malaysia. <p>Specific tasks may include:</p> <ul style="list-style-type: none"> • Conducting research and preparing background papers. • Drafting reports, briefing notes, and correspondence (under supervision). • Assisting in the organization of meetings and events. • Contributing to the High Commission's website and social media content. • Providing administrative support to specific events.

SUPERVISION AND MENTORSHIP	<p>Each intern will be assigned a designated Supervisor/mentor within their host section. The supervisor will be a staff member who will:</p> <ul style="list-style-type: none"> • Provide guidance and direction on assigned tasks. • Offer regular feedback on the intern's performance. • Serve as a mentor and point of contact for any questions or concerns. • Conduct mid-term and final performance evaluations. • Supervisors are responsible for ensuring that the internship provides meaningful learning experiences and aligns with the intern's academic or professional goals.
COMPENSATION AND BENEFITS	<p>It is the standard practice that internships at the High Commission of Maldives in Kuala Lumpur are unpaid. However, the High Commission will strive to provide the following benefits where feasible:</p> <ul style="list-style-type: none"> • Reimbursement for Local Travel: Reimbursement for reasonable local travel expenses incurred for official duties within Kuala Lumpur (with prior approval). • Access to the High Commission's resources, internet, and other relevant resources for research purposes. • Opportunities to attend relevant diplomatic events, seminars, and conferences (as appropriate and upon invitation). • A formal certificate acknowledging the successful completion of the internship.
CODE OF CONDUCT AND CONFIDENTIALITY	<ul style="list-style-type: none"> • All interns are required to adhere to the High Commission's code of conduct, which emphasizes professionalism, respect, integrity, and ethical behavior. • Interns will have access to confidential information and are required to maintain strict confidentiality regarding all official matters. They will be required to sign a confidentiality agreement upon commencement of the internship. • Any breach of the code of conduct or confidentiality may result in the termination of the internship.

Updated on 19th May 2025
