



AFKL Librarian Assistant and Examination assistant

From June 23, 2026 to December 23, 2026

The Alliance Française of Kuala Lumpur is seeking a motivated and detail-oriented intern to support its library operations (75 %) and the national coordination of the DELF and DALF examinations in Malaysia (25 %). This position is open to Malaysian citizens or individuals authorized to work in Malaysia without a visa. Candidates may be current students or recent graduates in relevant fields and able to report to our Lorong Gurney branch, in Kuala Lumpur, 4 days a week, from Wednesday to Saturday

About us:

The Alliance Française de Kuala Lumpur (AFKL) is a non-profit organization dedicated to promoting the French language and Francophone cultures in Malaysia. Established in 1961, AFKL is part of the global *Alliance Française* network — the largest cultural NGO in the world, with over 800 centers across continents. We serve as a dynamic hub for language learning, cultural discovery, and community exchange, fostering lasting connections between Malaysia and the French-speaking world.

Key responsibilities:

Library	Examination department
<ul style="list-style-type: none"> • Advising customers according to their requests • Handling book borrowings and returns • Following up on overdue borrowings by sending reminders and contacting customers • Keeping the library and bookshelves well organised • Cataloguing new books (purchases and donations) in the library software and preparing them for borrowing • Participating in the annual library inventory • Contributing to library-related projects and activities such as storytelling sessions, school visits, etc. 	<ul style="list-style-type: none"> • Administrative and operational support for national examination coordination • Support in Data entry entry, tracking, and reporting using Excel (candidate registration, results, session follow-up)

Requirements:

- Excellent command in English proficiency (Both written and spoken)
- Minimum French proficiency: A2 (a solid working level is required, both written and spoken)
- Basic knowledge of DELF and DALF examinations is an advantage
- Proficiency in standard office software (e.g. Microsoft Office or equivalent), with strong skills in Excel (essential, as it is the main working tool)

Working hours:

- 4 days a week, from Wednesday to Saturday
- Wednesday to Friday: 10am to 6pm (break: 1pm-2pm)
- Saturday: 9am to 5pm (break: 1pm-2pm)

Send your CV and cover letter **before June 5** (please do not hesitate to apply quickly, as interviews may take place before the advertisement's closing date) to

Course Counsellor and Guest relationship Manager
guestrelations@afkualalumpur.org

Course Director
coursedirector@afkualalumpur.org