



SOUTH AFRICAN EMBASSY IN HIGH COMMISSION COLOMBO: SRI LANKA AND MALDIVES

VACANCY ADVERT

The **South African High Commission** is looking for suitable applicants for the following position:

JOB TITLE:	
SOCIAL SECRETARY	
JOB PURPOSE	PROVIDES SECRETARIAL SERVICES TO THE HEAD OF MISSION AND ORGANISE SOCIAL EVENTS



CORE PERFORMANCE AREAS

KRA 1: ASSISTING WITH THE ORGANISATION AND CO-ORDINATION OF SOCIAL EVENTS

Outcome:

- Well-organised social events that are within the budget
- Prepares for upcoming social events, maintains the official social obligations calendar and schedule for the Head of Mission's spouse.
- Confirms format of event
- Completes and timeously prepares and implemented guest lists.
- Designs table plan, menus and place cards
- Meets and welcomes guests.
- Collates accounts after social events and ensures that claims for payment are submitted to the Third/ First Secretary Administration and Consular for payments.
- Prepares and serves refreshments (at the office)

KRA 2: PROTOCOL COORDINATOR AND RELATIONSHIP BUILDING

Outcome:

- Nurtured relationships, acts as the Mission's contact person in respect of protocol matters, established contacts with the Ministries and key government functionaries for the meetings of the Head of Mission and report accordingly to the Third Secretary.
- Co-ordinates and updates diplomatic lists, informs MFS of events taking place in South Africa where the host country may be involved.
- Advises all accredited Diplomatic Missions when the Head of the Mission leaves his country of accreditation.
- Arranges courtesy calls and farewell calls upon arrival or departure of the Head of Mission
- Solicits support for candidates at multilateral level.
- Takes care of Head of Mission personal affairs, e.g., children's school matters and spouse when needed.

KRA 3: PERFORMING SECRETARIAL DUTIES

Outcome:

- Processed events in respect of extensive entertainment obligations
- Arranging and scheduling of appointments, tracks events and updates engagement schedules, attends to invitations sent to Head of Mission, keeps electronic diary updated.
- Updates Head of Mission contact lists
- Drafts routine letters, invitation types of unclassified reports and official correspondence from dictation according to the standards and formats set.
- Ensures document storage and retrieval.
- Makes travel and accommodation arrangements ensuring effective time management, up to date itinerary when applicable, meets the specific



	<p>requirements.</p> <ul style="list-style-type: none"> • Prepares travel expense and entertainment claims. Compiles simple spreadsheets. • Proofreads documents and speeches. • Prepares and distributes various document files for working group meetings, e.g., UN, Parliamentary, etc. • Interprets at meetings. • Screens telephone calls - redirect appropriately, maintain composure (e.g., with irate callers) concise, accurate and timeous messages are taken. • Reviews and redirects unclassified correspondence. • Ensures the security of the office, custodian of information in the office. • May be called upon to fill in for Political Secretary • Prepares routine Note Verbale <p>KRA 4: ASSISTING WITH THE LOGISTICS FOR CONFERENCES, SUMMITS, ETC</p> <p><i>Outcome:</i></p> <ul style="list-style-type: none"> • Managed projects • Forwards image building material to HOM's contacts – promoting South Africa • Liaises with catering departments and labour hire organisations. • Schedules catering requirements • Finalises invitations and guest lists. • Orders equipment and supplies for residence. <p>KRA 5: ASSISTING WITH ALL ADMINISTRATIVE AND CLERICAL FUNCTIONS</p> <p><i>Outcome:</i></p> <ul style="list-style-type: none"> • Organised flow of clerical and administrative processes • Document and correspondence storage and retrieval • Processes photocopies and franks mail • Receives, opens, sorts and distributes mail, sends and receives faxes. • Prepares official and staff related documents such as resident staff salary statements, duty free documents. • Relief service to Receptionist or Switchboard Operator • Maintains register of gifts
QUALIFICATIONS AND MINIMUM REQUIREMENTS	<ul style="list-style-type: none"> • A minimum of 12 years schooling with completion of at least a one year Secretarial/ Three years will serve as an additional advantage. • Diploma/Certificate plus a minimum of 3 years' experience as a secretary, typist, receptionist or clerk with excel and word processing knowledge and skills
GENERIC COMPETENCIES	<p>SKILLS</p> <ul style="list-style-type: none"> • Language proficiency (English) • Networking • Computer • Attention to detail.



	<ul style="list-style-type: none"> • Professionalism and Personal etiquette • Ability to observe Protocol. • Ability to work after hours and under pressure. • Innovative • Good Communication and Problem-solving <p>MANAGEMENT AND LEADERSHIP</p> <ul style="list-style-type: none"> • Participative management • Planning and organising • Project management <p>BEHAVIORAL ATTRIBUTES</p> <ul style="list-style-type: none"> • Adaptability • Insight • Conceptualisation • Analytical thinking • Actualisation • Sense of urgency • Initiative
<p><u>General Information</u></p> <ul style="list-style-type: none"> • Place of work: South African High Commission • Salary: As per the High Commission Salary Scale • Present clearance paper from the current or last employer • Attach all relevant documents to the CV. • Residence permit must be attached in case of Foreign Nationals • Attach Police clearance. • Only shortlisted applicants would be considered as potential candidates for the interview. • Applications will not be returned to the applicants. • Application letter 	<p><u>Physical Address</u></p> <p><u>114 Rosemead Place</u> <u>COLOMBO 7</u></p> <p>All applications can be hand delivered at the South African Embassy between 09:00am till 12:00pm from Monday to Friday.</p> <p>South African Embassy</p> <p>Tel: +94773633334</p> <p>For enquiries contact:</p> <p>Mr A E Mahapa First Secretary Admin</p> <p>or</p> <p>Ms K T L Meyiwa Third Secretary Admin</p> <p>Tel: +94773633334</p> <p>Closing date for submission of applications:</p> <p>02 July 2023</p>