



SOUTH AFRICAN EMBASSY: SPAIN
EMBAJADA DE SUDÁFRICA: ESPAÑA

EMPLOYMENT OPPORTUNITY

The South African Embassy in Madrid, Spain is seeking for a qualified individual with the required work experience for the following position.

Reference : MADP 2011

Post : Consular Clerk

The incumbent in this position will work under the supervision of the Administration Desk and will assist Management in the functioning of the Embassy.

Basic functions :

- Receive and process all civic services applications, e.g. passport applications
- Receive and process all immigration applications, e.g. visa applications
- Perform office administrative tasks
- Provide information about immigration laws, policies, procedures, processing of documents and provide general information about South Africa to members of the public
- Respond to telephonic and email consular enquiries
- Assist South African Citizens abroad and those who need consular assistance
- Maintain statistics on applications and face value items
- Maintain consular stationery and stock control
- Assist with Social Security Agency Services
- Registry services – Filing, shredding and maintaining records
- Schedule appointments, maintaining and update appointments calendar
- Maintaining various reports as per the DHA requirements

Qualifications :

- A minimum of 12 years secondary schooling.
- Completion of at least a 3-year tertiary education in the field of Law will be an added advantage.
- A minimum of 3 years' experience in a related field of work
- Proficiency in computer skills is essential.
- Fluency in written and spoken English and Spanish.

Salary : € 27 206 per annum (excluding 2 bonuses)

Initials: **SP BELA**
3rd Secretary (Adm)

APPLICATION PROCEDURES:

Interested applicants should submit their letter of interest accompanied by

- A curriculum vitae with a recent passport size photo attached.
- Copies of all relevant certificates, documents
- References from previous at least one employer.
- If a foreign national, a valid residence or work permit for Spain (NIE)

NB: ALL DOCUMENTS TO BE TRANSLATED TO ENGLISH.

Applications with all the required documents in English must be forwarded to

The First Secretary Administration
Ms OP Matlapeng
matlapengo@dirco.gov.za

And copy:

The Third Secretary Administration
Ms SP Bela
belas@dirco.gov.za

OR hand delivered to

The South African Embassy in Madrid
Attention: Ms OP Matlapeng
Calle Claudio Coello 91, Floor 6
28006, Madrid

For enquiries kindly contact +34 672 663 204

NB: Should the Embassy not contact you within 2 months with an interview invitation, note that your application was not successful

The due date for application is 09 July 2026.

Applications not in English and those that are late will not be accepted.

Initials: _____