



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 1501

Post : Political Secretary

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

Basic function : Assisting with the organisation and co-ordination of social events.
Protocol coordinator and relationship building.
Performing secretarial duties,
Assisting with the logistics for conferences, summits, etc
Assisting with all administrative and clerical functions.
Liaising with Government, executives, and other political and economic role players in Spain.
Carry out any other related duties as required by the Embassy.

Qualifications : A minimum of 12 years of secondary schooling.
Completion of at least a one-year Secretarial Diploma/Certificate.
A minimum of 1 years' experience as a secretary or in a similar position.
A high level of computer skills is essential.
Fluency in written and spoken English and Spanish.

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

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.

Initials: SP BELA
3rd Secretary (Adm) _____

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 First Secretary Political
Ms MB Mokgethi
mokgethim@dirco.gov.za

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: SP BELA
3rd Secretary (Adm)