



SOUTH AFRICAN CONSULATE, MUMBAI, INDIA

9th Floor, Tower A, Urmi Estate, 95 Ganpatrao Kadam Marg, Lower Parel (W), Mumbai 400013

ADVERTISEMENT FOR SOCIAL SECRETARY POST:

Requirements:

- A minimum of 12 years' schooling with completion of at least a one-year Secretarial.
- Diploma/Certificate plus a minimum of 3 years' experience as a secretary, typist, receptionist or clerk with Ms Office knowledge and skills.
- Candidate must also be proficient in English.
- Willing to work long hours/available in short notice to assist in emergency cases.
- An understanding of Consulate General/Embassies functions within the host country.

Duties and Responsibilities:

- Assisting with the organization and co-ordination of social events
- Office administration
- Protocol coordination and relationship building.
- Nurture relationship, act as the Mission's contact person in respect of protocol matters.
- Establish contacts with the Ministries and key government functions
- Process events in respect of extensive entertainment obligations
- Assist with the logistics for conference, summits, national days and official visits and meetings
- Project Management and events coordination
- Knowledge and understanding of all phases of the job and closely related.
- Assist with all administration a clerical function

Competency:

- Culture sensitivity skills
- Planning and organizing skills
- Maintaining confidence
- Computer literacy, Ms Office and use of Internet
- Good Communication skills, telephone etiquette
- Networking skills
- Negotiation skills

Salary Package:

INR 281 319 (Basic annual salary) excluding Fringe Benefits

Note:

Applications should be accompanied by a resume (CV), certified copies of education qualifications and Adhaar. **Please indicate post name on the subject line.** Application without these documents and without name of the post mentioned on the subject line of email will not be considered

Closing date: 14 October 2025

NB: no applications will be accepted after the closing date

All applications with CV, copies of the qualifications and Adhaar should be directed to the following:

Email: sacg-adverts@dirco.gov.za

Enquires: Ms T Mahlangu (mahlangut@dirco.gov.za)

Mr S Motloun (motlongsM@dirco.gov.za)