**ADVERTISEMENT FOR CONSULAR CLERK POST**:

**Requirements**:

. A minimum of 12 yrs schooling PLUS 3 years’ experience as Consular Clerk or in a related field. The candidate must be proficient in computers, (Word/Excel/PowerPoint).

. 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.

**Unique Responsibilities:**

. Provide information about immigration laws, policies and procedures and processes documents.

. Office administration.

. Deal with RSA citizens abroad

. Knowledge and understanding of all phases of the job and closely related matters.

. Administration of information services, facilitation and completeness of immigration and civic affairs legislation and directives.

**Salary Package:**

INR281 319 (Basic annual salary) excluding Fringe Benefits

**Closing date: 18 September 2024**

**NB: no applications will be accepted after the closing date**

All applications with copy of the qualifications should be directed to the following emails:

[ntilan@dirco.gov.za](mailto:ntilan@dirco.gov.za)

copy – [motloungM@dirco.gov.za](mailto:ndalan@dirco.gov.za)