



EMPLOYMENT OPPORTUNITY: SOUTH AFRICAN HIGH COMMISSION IN SINGAPORE

The South African High Commission in Singapore is seeking a qualified individual with the required work experience for the following full-time position:

Post Title **SPECIAL RECEPTIONIST / CONSULAR CLERK**

Core Functions

Receive and process all civic services applications, e.g. passport applications.
Receive and process all immigration applications, e.g. visa applications.
Perform Receptionist Duties
Perform administrative support tasks.
Provide general information about South Africa to members of the public.
Respond to telephonic and email consular enquiries.
Maintain statistics on applications and face value items.
Make follow-up enquiries on applications forwarded to Head Office
Maintain stationery inventory and stock forms.
Assist with Agency Services
Registry services – Filing, shredding, and maintaining records.
Schedule appointments, maintaining and update appointments calendar.

Minimum Requirements

A minimum of 12 years' schooling
4 years appropriate experience
The candidate must be computer literate and have a good command in English.

Salary Range SGD 26 835 – SGD 31 306 p.a.

Additional Benefits

Annual Bonus equal to two month's basic salary
Contribution to Pension
Accident Insurance
Medical Scheme

Note: **The salary will be determined within the above range depending on qualifications and years of appropriate experience.**

Application Procedures (Incomplete applications will not be considered):

- Interested applicants should submit a letter of interest in English accompanied by:
 - ❖ A Curriculum Vitae
 - ❖ Notarized copies of certificates, diplomas and references from previous employers
 - ❖ All documents should be in English/translated into English
 - ❖ Recent passport size photo
- Applications and relevant documents must be delivered to:
South African High Commission
15th Floor Odeon Towers
331 North Bridge Road
Singapore 188720.
For attention: Corporate Services Manager

Selection Process:

After a paper selection, the short-listed applicants will be invited for an English test. Once finalized, the best-qualified applicants will be invited for an interview. Please note that due to the overwhelming number of applications we receive, we only contact short-listed candidates. No telephonic enquiries, please.

THE CLOSING DATE TO SUBMIT YOUR APPLICATION IS, FRIDAY 28 NOVEMBER 2025