



**South African High Commission
Level 10, Bayleys
36 Brandon Street, Wellington, NZ**

Post	Secretary Political
Salary package	NZ\$50 715 to NZ\$56 010 per annum
Service benefits	13 th cheque in December, employers benefit contributions (64.5% of medical insurance premiums and pension 4%)
Requirements	13 years schooling with one year secretarial diploma / certificate/ relevant One -two years' experience as a secretary, with standard Microsoft office processing knowledge and skills Preference will be given to candidates with relevant training / experience
Job description	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 Service delivery (BATHO PELE)

Enquiries

Ms N Mahloko or Ms A Nomana

E-Mail mahlokon@dirco.gov.za or nomanaa@dirco.gov.za

Please mark envelope **Application for Secretary: Political**

and submit application at

Level 10, Bayleys

36 Brandon Street, Wellington, NZ

or

Mail application to

PO Box 25406, Wellington, 6011

Applications must be accompanied by CV certified copies of qualification/certificates and names of three referees

Applicants are required to have a valid NZ citizenship or valid temporary resident permit or valid work permit

Closing date: 10 July 2023

Failure to submit the requested documents / information will result in your application not being considered

Correspondence will be limited to short-listed candidates only. Should you not be contacted within six weeks after the closing date, please consider your application as unsuccessful