



## **SOUTH AFRICAN HIGH COMMISSION: WINDHOEK**

### **NAMIBIA**

#### **ADVERTISEMENT FOR SECURITY/MAINTENANCE OFFICER (FIVE YEAR TERM CONTRACT)**

The South African High Commission wish to appoint a suitably a qualified individual with the required work experiences for the Security/Maintenance Officer position on a five-year term contract.

#### **Requirements:**

- Grade 10 (further education and training will be an advantage).
- At least two years' general working experience
- Multilingual skills
- Knowledge of conventions and protocols (proper format for documents etc.)
- Communication skills
- Crowd management
- Must be fluent in English.
- Valid driver's licence

#### **Job description:**

- Welcome and admission of visitors following security and access procedures, keeping statistics of visitors and reasons for enquiry or visit, crowd management
- Message taking and document processing service (photocopying)
- Accept documentation, issue documents (i.e. hand-outs, travel magazines, literature and forms regarding customs queries). Apply security procedures.
- Directs or guides visitors to the appropriate officers or organizations for further consultations, promotes South Africa products, investments and as a tourist destination

- Tests alarm and monitoring systems
- Liaise with security company guards to ensure that there is no unauthorized entry
- Report to management regarding any irregularities
- Processes documentation (and fingerprinting if needed), recording of dispatches leaving Mission
- Assist in distributing visa application forms to members of the public
- Assist in applying visa control numbers on application forms
- Assist in minor maintenance works in the Office and staff houses
- Assist with messenger driving duties, when needed.

**Salary Package:** From N\$ 54,056 per annum (minimum) to N\$ 67,407 (maximum), depending on experience and qualification.

Applicants are expected to submit their applications with a

- Covering letter,
- Accompanied by a detailed CV,
- Certified copies of ID/Passport and
- Qualifications

The above to be marked for the attention:

Corporate Service Manager  
**South African High Commission: Windhoek**  
C/O Jan Jonker Street and Nelson Mandela Avenue  
Klein Windhoek.

All applications must be submitted on or before **Wednesday, 13<sup>th</sup> of December 2023**. The successful candidate will be required to provide the South African High Commission with a valid Police clearance certificate.

No e-mails or fax applications will be considered.