



**South African Consulate-General**  
**845 Third Avenue, 10<sup>th</sup> Floor**  
**New York, NY 10022**  
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**22 April 2022**

### **INTERNAL & EXTERNAL ADVERTISEMENT FOR VACANT POSITIONS**

The South African Consulate General in New York hereby invites applications from suitably qualified individuals with the necessary and adequate qualifications and experience:

**Post Name** : **Secretary**

**Post Level** : **5**

**Salary Notch** : **\$33 472 – \$53 913 p.a.**

**Additional Benefits** : Medical Scheme, Social Security, Provisioning for Pension,  
Annual Bonus & Long Term Disability

**Basic Functions** :

- ✓ Screen telephone and personal callers
- ✓ Make and record appointments, prepare agendas or programmes for meetings
- ✓ Attend and take minutes of meetings, both in the office and at other locations. File correspondence and other records
- ✓ Operate office equipment such as photocopiers, facsimile machines, switchboards, computers
- ✓ Receive and process incoming and outgoing mail, draft letters and reports on behalf of the mission
- ✓ Organise business itineraries, travel arrangements, conferences, meetings and social functions
- ✓ Maintain budget and account records, purchase office supplies
- ✓ Administration tasks
- ✓ Service delivery (Batho Pele)

**Minimum Qualification / Generic Competencies:**

- ✓ A minimum of 12 years schooling PLUS 3 years' experience in administration environment (*a post school qualification will be an added advantage*)
- ✓ Knowledge of basic filing systems and references
- ✓ Client Services Focus
- ✓ Ability to work under extreme pressure
- ✓ Ability to work overtime when required
- ✓ Good interpersonal skills
- ✓ Must have good communication skills and proficiency in English (i.e. speak, read & write)
- ✓ Candidates must be Computer Literate

**Application Procedure:** Interested applicants should submit their application letters in English, accompanied by:

- Application Form (downloadable at **<https://www.southafrica-usa.net/consulate>**)
- A comprehensive CV
- Notarized copies of all qualifications (*Originals will be required from short-listed candidates during an interview*)
- Notarized copy of Identification document
- References/Service Certificates from previous employers

Applications and relevant documents must be hand-delivered, mailed, or emailed to the South African Consulate General for the attention of the **Corporate Services Manager**. All documents must be translated in English.

**Selection Process:** Please note that communication will be limited to the short-listed candidates only. No enquiries pertaining to the advertisement will be attended to.

**Closing Time & Date:** **14h00, 06 May 2022**

**NOTE:** *Medical/ Health Questionnaire, Police Clearance Certificate shall be required from shortlisted candidates.*