

THE SOUTH AFRICAN EMBASSY, BRASILIA

SOCIAL SECRETARY TO THE AMBASSADOR

The South African Embassy in Brasilia is responsible for promoting co-operation between South Africa and Brazil. A position is presently available for a dynamic person who will be responsible for the following:

RESPONSIBILITIES:

- Maintain the diary of the Ambassador, attend to incoming and outgoing correspondence, type letters and documents, receive and make telephone calls, respond to enquiries and take messages where necessary, receive visitors.
- Arrange appointments, organise and co-ordinate social events and receptions.
- Maintain the official social obligations calendar of the Ambassador's spouse;
- Take care of Ambassador's personal matters when required. i.e. children school 's matters, medical appointment, etc.
- Make travel and accommodation arrangements, prepare travel and entertainment expenditure claims.
- Proofread documents and speeches.
- Act as the Embassy's contact person in respect of Protocol matters, prepare Note Verbale, liaise with government ministries and key government functionaries.
- Prepare and disseminate documents for meetings, interpret at meetings, provide logistical assistance at conferences.
- Coordinate attention to the requirements of the Ambassador's Residence in terms of supplies, equipment, repairs and maintenance.
- Perform general typing, clerical and administrative tasks, document storage and retrieval.
- Maintain and update database of business contacts, forward promotional material to Ambassador's contacts.
- Provide relief service to Receptionist and other secretarial positions in the Embassy as necessary.
- Attend to client inquiries and complaints to deliver service excellence.

REQUIREMENTS:

- A minimum of 12 years schooling with completion of at least one year Secretarial Diploma/Certificate.
- A minimum of three years' experience as a secretary, typist, receptionist or clerk with word processing knowledge and skills.
- Excellent command of written and spoken English, in addition to Portuguese.
- Fully computer literate particularly with MS Outlook, Word, Excel and PowerPoint.
- Excellent planning and organisational skills, as well as networking and resource skills.
- High focus on client service satisfaction.
- Ability to work independently, with enthusiastic initiative and accuracy.
- Ability to work efficiently, under pressure, meets deadlines and willingness to work long hours.
- Willingness to travel outside Brasilia when required.
- A team player capable of handling a wide variety of tasks and proactive.

- Good communication (spoken and written) and good interpersonal skills.

The South African Embassy offers an attractive remuneration package that will be determined according to the candidate's qualification and experience.

Applications meeting the requirements can be hand delivered at the South African Embassy – Brasilia or be posted to:

Address: SES Av. Das Nacoes Quadra 801, Lote 06, 70.406.-900 Brasilia DF

Closing date: ***03 February 2017***

Contact person: **Ms Bongzi Erica Sibanyoni**
Corporate Service Manager