



SOUTH AFRICAN EMBASSY THE HAGUE

VACANCY ANNOUNCEMENT

Position: Information Clerk

Type of Appointment: Full-time position:

The South African Embassy in The Hague, Netherlands seeks to employ a qualified individual with the required work experiences:

Job purpose:

Administration of information services and marketing programme of the mission. Monitors local newspaper reports and television broadcasts. Assist with research and collection of data and information from all mediums. Assists with providing information regarding enquiries made to the Embassy.

Requirements:

- Full CV with photograph
- A minimum of 12 years schooling is required PLUS 3 years relevant experience in a related field of work.
- Assist with research and collection of data through social media, newspapers, radio and television and prepare synopsis.
- Circulate press clippings and articles, maintains and updates filing system of same
- Provide inputs into the Ambassador's statements and speeches.
- Provide draft reports with the Information.
- Ensure accuracy in proof-reading.
- Respond to enquiries for information on consular matters, tourism, sports and culture, etc. from telephone, letter, email and walk-in enquiries.
- Provide information for updating Mission's website/social media pages with current contact details, press releases and other relevant information.
- Circulate Government publications and Mission newsletters.

- Provide secretarial, administrative, and logistical support.
- Maintains a database of contacts for circulation of information material.
- Give immediate attention to customer complaints and queries; handle complaints and queries in a way that will ensure that problems do not reoccur.

Key Performance Areas

Successful candidate will be required among others to perform the following:

- Assists with arrangement of media campaigns, meetings, and events.
- Participates in trade and Investment, tourism, cultural and other events. Accompanies visiting officials on local visits when required.
- Prepares information for briefing sessions/speeches.
- Contacts local newspapers, television, and radio stations to arrange publication of South African news reports and press releases.
- Knowledge of conventions and protocols applicable in the Diplomatic Environment
- Project management skills
- Organising skills
- Networking
- Diplomacy
- Communication
- Negotiation
- Problem-solving
- Computer
- English Language proficiency

Salary:

Salary range from Euro 25 062 – Euro 31 254 per annum per annum based on qualifications and experience, excluding benefits. Fringe benefits are payable according to prevailing rules as set out in the conditions of Service.

Selection Process:

The short-listed applicants will be invited to an interview and also submit a police clearance Certificate. Please note that due to the overwhelming number of applications we will only contact short-listed candidates. No telephone enquiries after applying, please.

Applicants must be a Dutch citizen or have Permanent Residence in the Netherlands and the required documentation to perform full-time work. The Embassy will not be responsible for arranging any documentation regarding working/remaining in Netherlands and all applications will be checked for this criterion.

Applications must include at least three contactable references, via email to ndhovelal@dirco.gov.za and zondos@dirco.gov.za

The Closing date for applications is 13 November 2023