



SOUTH AFRICAN EMBASSY THE HAGUE

VACANCY ANNOUNCEMENT

Position: RECEPTIONIST

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:

Requirements:

- 12 years Schooling (Minimum), 4 years' experience as receptionist
- Police clearance(s) Bilingual or Trilingual (with excellent command of English & Dutch, both spoken & written)
- Ability to translate documents

- Driver's license (added Advantage)
- Telephone etiquettes
- Excellent communication skills
- Crowd management
- Ability to engage with the public and manage cultural diversity
- General understanding of Department of International Relations & Cooperation
- Basic knowledge of Conventions and Protocols
- Excellent Computer literacy (Microsoft application)
- Experience with administrative and clerical procedures
- Consistency and professional dress code.

Key Performance Areas

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

- Greet clients and visitors with a positive, helpful and courteous attitude.
- Assisting clients in finding their way around the Embassy
- Helping maintain workplace security by maintaining visitors register
- Assisting with a variety of administrative tasks including copying, faxing and taking notes as required
- Answering phones in a professional manner, screening and routing calls as necessary.
- Distributing consular and immigration application forms to members of the Public
- Performing ad-hoc duties in line with the Mission's operational requirements

- Provide excellent customer service (giving out information and ideas in a clear and concise manner)

Salary:

Salary range **from EURO 23 328 – EURO 33 717** 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